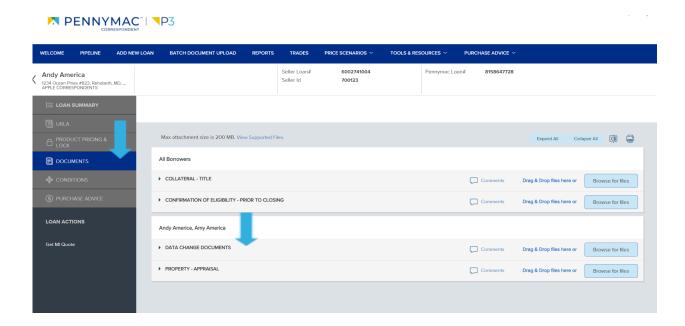# PENNYMAC® TPO

Non-Delegated Job Aid: Change Request Prior to CTC

Step 1: Complete the Change Request Form

Step 2: Upload the change request form, along with the updated 1003 and any other supporting documentation to the Data Change Documents Folder located in the Documents tab from the left side menu. **If you do not upload a 1003 and supporting documentation, your request will not be processed.**

- Your lock will <u>not</u> be automatically updated if the requested changes impact pricing. You are responsible for ensuring the lock is accurate in the Correspondent Portal via the Product Pricing & Lock screen by contacting the lock desk at 800-736-6938 option 1 or by email at correspondentbest@pennymac.com.