

# Montana Board of Housing's Homeownership Program

## **SINGLE-FAMILY LOCK GUIDELINES**

Friday, October 4, 2024

### **Rate Information**

Rates by loan program are posted to the Board's Website on a daily basis.

<https://commerce.mt.gov/Housing/Homeownership/Current-Rates-Income-and-Purchase-Price-Limits>

### **Lock Process**

Upon receipt of complete loan information as transmitted via the Lender Online portal, MBOH will review, and confirm a lock request. MBOH will confirm the lock request within one (1) Business Day of receipt.

### **Lock Periods**

- 1) Purchase transactions will be granted a lock period of sixty (60) calendar days from the date of original request.
- 2) New construction transactions will be granted a lock period of up to one hundred and eighty (180) calendar days from the date of original request.

### **Loan Delivery Periods**

***The file must be delivered, receive Compliance Approval by MBOH, and be purchased by the Master Servicer within the original sixty (60) calendar day lock period to avoid an extension fee.***

Lenders will follow a split file delivery process for the Regular Bond, Bond Advantage, MBOH Plus 0% Down, 80% Combined and CLT loan programs. The two-step process includes:

- MBOH will receive, review and approve documentation for Compliance Approval.
- The Master Servicer, Idaho Housing and Finance Association, will review all documentation required for loan purchase.

### **Lock Extensions**

Lock extensions are processed once a loan is ineligible for purchase within the original lock period of sixty (60) days.

- 1) The extension fee is calculated at .250% in discount for each thirty (30) calendar day extension from the original lock expiration date.
- 2) The extension fee is subtracted from the Service Released Fee premium paid by MBOH and/or the Master Servicer.

### **Lock Period Adjustments**

If a lock expiration date falls on a Friday, Saturday, Sunday, Montana State or Federal holiday, the lock expiration date will be adjusted to the next Montana Board of Housing Business Day.

### **Transfer of Lock**

The Board will consider transferring the lock terms from one Residence to another Residence for the same Borrower(s) on a case-by-case basis.

### **Cancellation Fee**

The Board will not charge a cancellation fee if the lock is cancelled by the Participant.