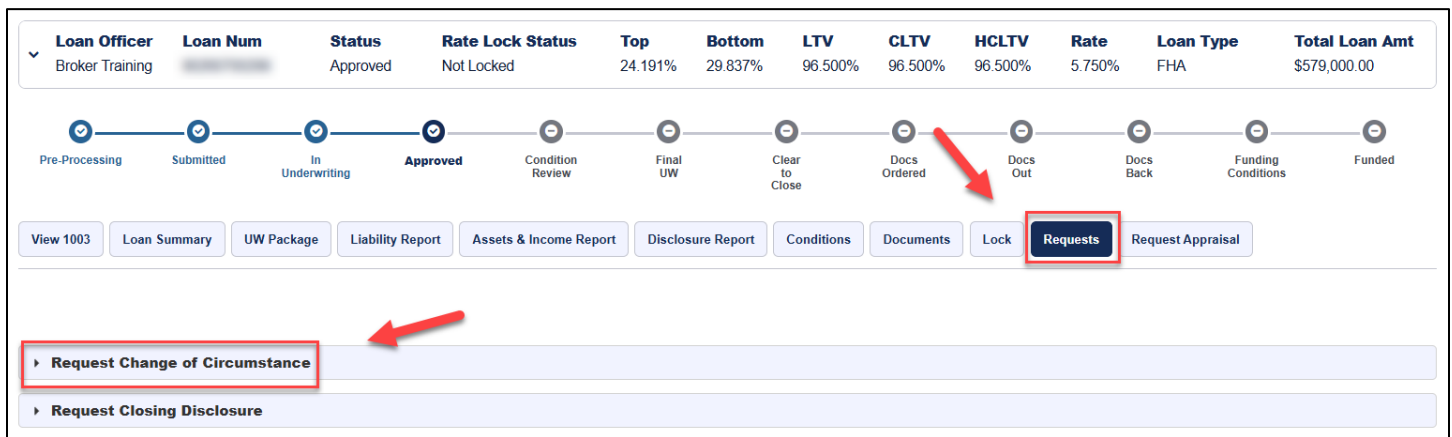


Bolt – How to Request a CoC

To request a Change of Circumstance (CoC), go to **Requests > Request Change of Circumstance**:



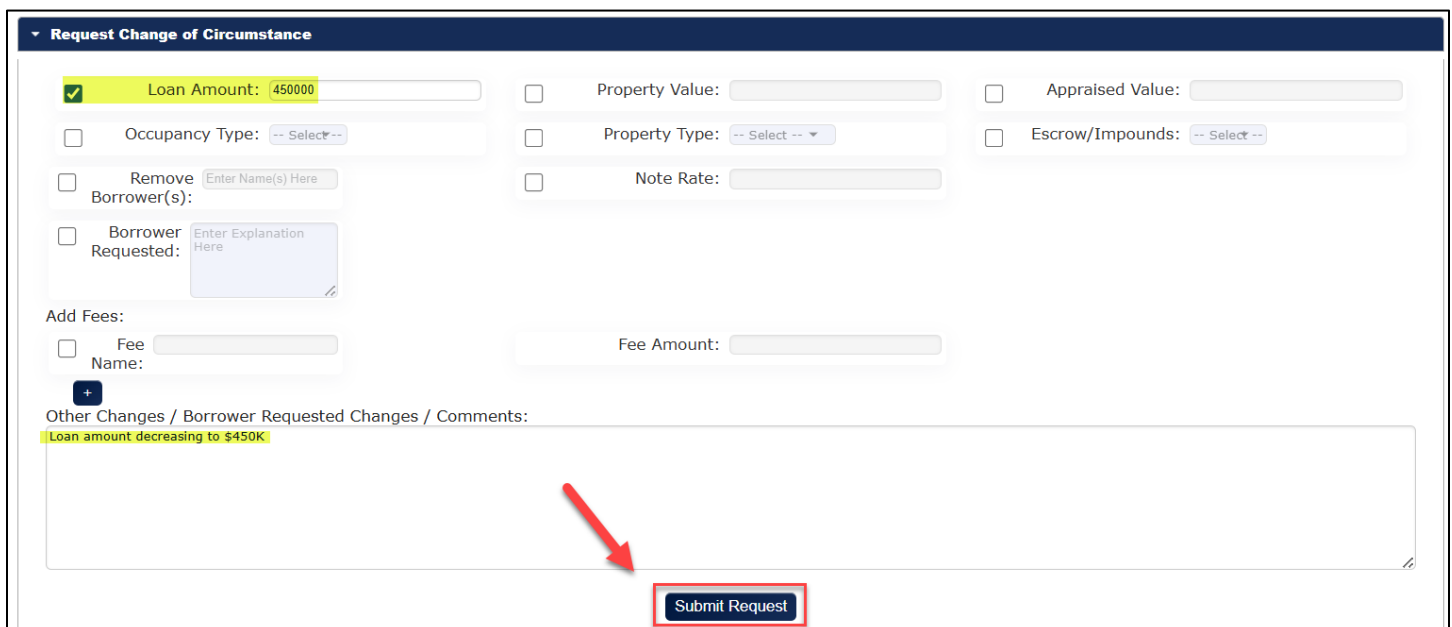
Loan Officer	Loan Num	Status	Rate Lock Status	Top	Bottom	LTV	CLTV	HCLTV	Rate	Loan Type	Total Loan Amt
Broker Training		Approved	Not Locked	24.191%	29.837%	96.500%	96.500%	96.500%	5.750%	FHA	\$579,000.00

Pre-Processing Submitted In Underwriting **Approved** Condition Review Final UW Clear to Close Docs Ordered Docs Out Docs Back Funding Conditions Funded

View 1003 Loan Summary UW Package Liability Report Assets & Income Report Disclosure Report Conditions Documents Lock **Requests** Request Appraisal

Request Change of Circumstance Request Closing Disclosure

Describe the terms of CoC, then hit “Submit Request”:



Request Change of Circumstance

☒ Loan Amount: 450000

☐ Property Value:

☐ Appraised Value:

☐ Occupancy Type: -- Select --

☐ Property Type: -- Select --

☐ Escrow/Impounds: -- Select --

☐ Remove Borrower(s): Enter Name(s) Here

☐ Note Rate:

☐ Borrower Requested: Enter Explanation Here

Add Fees:

☐ Fee Name: Fee Amount:

Other Changes / Borrower Requested Changes / Comments:

Loan amount decreasing to \$450K

Submit Request

BluePoint will review the CoC and advise on next steps.

Archived CoCs

Past CoC requests are logged at the bottom of the Request Change of Circumstance pane:

Other Changes / Borrower Requested Changes / Comments:

Comments

Submit Request

History of COC Requests Submitted For Review

Date	User	Event	Changes Requested:
	Broker Training	Loan Amount: 450000 Comments: Loan amount decreasing to \$450K	

Questions?

Please contact your Account Manager with any questions about CoCs.