



CORRESPONDENT LENDING TVLB REGISTRATION

TVLB REGISTRATION

TVLB REGISTRATION CHANGE

- To request a TVLB Lock: Follow specific instructions at the bottom of this form.
- **Effective 11-05-18: TVLB Locks are 45 days with a 30-day Purchase by Date, Rate Lock Extensions are not allowed.**
- For ALL questions concerning TVLB Loans: Contact your [Regional Sales Manager](#).
- Contact CorrBonds@GatewayLoan.com if you do not receive an email lock confirmation within 24 hours.
- Lock requests must be RECEIVED by CorrBonds@GatewayLoan.com each Friday by 3:00 pm CT.
- Lock requests received on Friday after 3:00 pm CT will not be locked that week. You must resubmit your email lock request on Monday (or the first business day that next week) with the rate in effect for that week.

Company Name

Gateway Loan Number

Client Contact

Phone

Email

Loan Type

Conventional

FHA

VA

Loan Term

180

240

300

360

Property Type

SFR

Duplex

Townhouse

Condo

PUD

Reservist/National Guard

Yes

No

All New Construction Homes Are Subject to ENERGY STAR Compliance

This box **MUST** be checked if Veteran is eligible for the Disabilities Programs AND -0.50 MUST be entered in the Disability Rate Reduction box below. The Veteran must be at least 30% disabled for eligibility.

Published Weekly Rate

%

Disability Rate

%

Less Disability Rate Reduction

%

Net (NOTE) Interest Rate

%

*Lenders are responsible for confirming the disability rating at the time of registration.

Estimated Closing Date

Initial Application Date

Loan To Value

%

Contract Date

VLB Program Loan Amount

Sales Price

Appraised Value

Property Address

Number

Street Name

City/State

Zip Code

Veteran

Last Name

First name

Social Security Number

Steps to create a Gateway Loan # and Upload TVLB Registration Form into GEMS before sending Email to Request TVLB Lock:

1. **Log into GEMS** From the menu bar, select "New File" then Import MISMO file to add all loan data. Then click "Create New File". You will receive an 8-digit loan number to enter onto the TVLB Registration Form. Complete all fields provided. Then, save this Registration form in .pdf format so you can upload it into the stored documents in the GEMS Portal.
2. **Upload the following documents into the application loan file** Select the loan in GEMS, go to the left navigation menu and click "Stored Documents" then "Upload Document" and then "Browse". Find and select the Required Documents, then click the drop-down list and select "Initial Submission" and select "Upload". **Required documents to upload to loan file** include the 'Notice of Eligibility (NOE)' and 'TVLB Registration Form'
3. **Next Required Step** Email CorrBonds@GatewayLoan.com with "TVLB Lock Request" in Subject Line and Gateway loan number in the body of the email TO REQUEST LOCK. Please do not attached any documents to your email request. If you do not receive email lock confirmation within 24 hours, contact CorrBonds@GatewayLoan.com. Please allow up to 48 hours. Gateway Commitment Desk locks the TVLB loan and will notify Client by email to confirm the lock. Client will be able to access GEMS for lock confirmation.