



CORRESPONDENT LENDING TVLB REGISTRATION

TVLB REGISTRATION

TVLB REGISTRATION CHANGE

- To request a TVLB Lock: Follow specific instructions at the bottom of this form.
- **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

Check this box ☐ if the Veteran is eligible for the **"Disability Rate Reduction"** (requires 30%* or more disability). Then enter the **"Published Weekly Rate"** and the % of disability in the **"Disability Percentage"** box on the right. The **"Less Disability Rate Reduction"** and **"Net (Note) Interest Rate"** will calculate based on the percentage entered.

Published Weekly Rate	% Disability Percentage	% (Percentage from award letter)
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 attach 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.