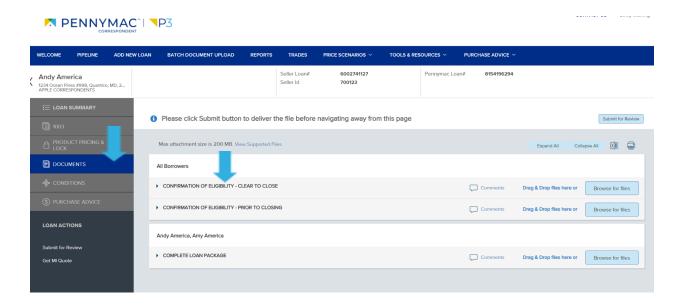


Non-Delegated Job Aid: Change Request Post CTC

Step 1: Complete the Post CTC Change Request Form

Step 2: Upload the updated 1003 and any other supporting documentation to the Clear to Close 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.



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