

*This form is to be used for all loan type and program change requests. All other changes should be made in the lender system – additional changes will be made during the Pre-Closing Review.*

***The borrower’s name and PHFA Loan # are required fields;*** complete all other fields pertaining to your request. Submit to [Secondary@phfa.org](mailto:Secondary@phfa.org). Requests submitted after 3:30pm will be processed the following business day. Current lock policies will apply.

***Pre-Closing Eligible/Ineligible Loans*** - Loan amount changes, Appraised Value, credit score, KFIT, name changes - Revised documents should be uploaded to VirPack and the changes will be made by the Pre-Closing Officer. There is no change request form, please have your underwriting division submit revised documents via VirPack, if necessary.

**Demographic Information**

**Borrower:**     
*(Last Name, First Name, MI)*

**PHFA Loan #:**

**ADDITIONAL BORROWERS:** INFORMATION SHOULD BE INCLUDED IN THE PRE-CLOSING SUBMISSION PACKAGE IN VIRPACK

**Mortgage Programs:** *(Select One)*

**Interest Rate:**

**Lock Period (30/60/90):**

**PHFA Pricing:**

- HFA Preferred
- HFA Preferred with Advantage
- Keystone Government Loan
- Keystone Govt Loan/Streamline Refi
- Keystone Govt Loan with Advantage

- Keystone Home Loan
- Keystone Home Loan with Advantage
- Keystone Home Loan with KFIT
- Keystone Purchase & Improvement
- Keystone Home Loan with KFIT P&I
- HOMEstead

- Keystone Flex with K-FIT
- Keystone Flex Purchase and Improvement with K-FIT
- Keystone Flex (Refinance)

**Loan Type:**    Conventional                      FHA                      203K                      RD                      VA

**Additional Extensions for New Construction: Keystone Home Loan Only**

Days:  Price:  %

1<sup>st</sup> 30 Days = 0.125%

2<sup>nd</sup> 30 Days = 0.250%

3<sup>rd</sup> 30 Days = 0.375%

3 Days Free

All other rate lock extension requests must be submitted via the Pipeline Plus system.