



## CORRESPONDENT LOCK CHANGE REQUEST

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Email completed form to [phllocks@planethomelending.com](mailto:phllocks@planethomelending.com)

Date: \_\_\_\_\_ Planet Home Lending Loan #: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

**Extension Request:** Choose your extension:

≤ 7 days (0.125)

8-15 days (0.250)

16-30 days (0.500)

**Lock Change**

**Comments:**

**Seller Contact Information:**

Seller Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

This form is used to request changes to locked loans.

1. Complete the form in its entirety.
2. Save and email to [phllocks@planethomelending.com](mailto:phllocks@planethomelending.com)
3. Once the request has been completed, an email notification will be issued.
4. Login to CORE and go to the Document Library to view the updated lock confirmation.