



West Virginia Housing
Development Fund

NMLS #198038

Lock Functions Quick Reference

Updated April 2025

Print a Lock Confirmation

- Access the loan record in PowerLender
- Verify *Loan Status* field displays “Locked” on the STATUS page
 - WVHDF must review and confirm locks, which are not automatic
- Click the printer icon in the top right-hand corner
- Select “Individual Form”
- Type LOCK_CONFIRMATION and tab, or select LOCK_CONFIRMATION in the drop-down menu and double-click to select
- Click the Print button at the bottom of the page
- Click OK in the pop-up
- A .pdf Lock Confirmation will generate

Cancel a Lock

- Access the loan record in PowerLender
- Visit the EXTEND_OR_CANCEL_LOCK_REQUEST page (in A-Application & Disclosure stage)
- Locate the “Lock Cancellation” section
- Populate the *Reason* and *Cancelled date* (MM/DD/YYYY) fields
- Click the Cancel Lock button
- A date should populate in the *Email Sent* field to confirm notice was sent to WVHDF

Extend a Lock

****Extensions should only be requested on loans just before or nearing the original expiration date.****

- Access the loan record in PowerLender
- Visit the EXTEND_OR_CANCEL_LOCK_REQUEST page (in A-Application & Disclosure stage)
- Locate the “Extend/Cancel” section
- Check “I accept/agree to a Lock Extension”
- Select extension period in # *Days* field (5, 15, 30)
- Click Request Lock Extension button
- Extensions are not automatic and must be approved by WVHDF. A new Lock Confirmation can be generated after approval

Change an Existing Lock

- Access the loan record in PowerLender
- Check the *File Received* field within the Activity Dates section on the STATUS page
 - If the *File Received* field is blank:
 - Proceed to the ENTER_LOCK_REQUEST page (in A-Application & Disclosure stage)
 - Update all information as necessary
 - Click Save button at the bottom of the page
 - Do not resubmit the Lock request. A new Lock Confirmation can be generated as needed
 - If the *File Received* field is populated with a date:
 - Non-delegated underwriting status lenders
 - Proceed to the EXTEND_OR_CANCEL_LOCK_REQUEST page (in A-Application & Disclosure stage)
 - Locate the “Revise Reservation” section
 - Populate *Change Date* field (MM/DD/YYYY)
 - Tab out of *Change Date* field
 - Populate *Change Reason* field(s) with explicit details on changes required
 - Click Submit Change button
 - A date should populate in the *Revision Requested* field to confirm request was sent to WVHDF Underwriting
 - Reminder: Revised docs should be remitted via the Lender Portal to support changes(s) as necessary
 - Delegated underwriting status lenders
 - Contact internal underwriter concerning necessary changes

Please email lockdesk@wvhdf.com
with any questions