

Client will complete and submit the request to update the terms of the loan by selecting the **COC Request** option located under **Forms & Docs**

**COC Request** 

**Complete the steps below:**

1. Loan Number – please enter the loan number into the online form.
2. Borrower Name – please enter the borrowers name into the online form.
3. As a reminder, please remember to complete any changes in OB first.
4. Change Request – select the type of change being requested.
5. Details of request – input the details of your request. Remember to include if any fees are changing because of this change. For example, loan amount change to \$400,000. Origination fee \$1,000 from \$950.
6. Name and Email Address – input your name and email into the online form for contacting purposes.
7. Submit Change Request – input the date that you are submitting the change request. I.E Today’s date, in the following format mm/dd/yyyy. This action will notify the underwriter that a COC has been submitted.

Note: it is important to not complete sections # 8,9,10. This section if for internal FLCB use only.

Once steps 1-7 are complete select the **Save/Close** option at the bottom of the form.

Loan Number	1.	<input type="text"/>
Borrower(s) Name(s):	2.	<input style="width: 100%; height: 40px;" type="text"/>
Please update Optimal Blue with Changes	3	<input type="text" value="Please update Optimal Blue with Changes"/>
Type of Change Request:		<input type="text" value="N/A"/>
Reason and Details of Request:	4.	<input style="width: 100%; height: 40px;" type="text"/>
	5.	<input style="width: 100%; height: 40px;" type="text"/>
Name of person and email address submitting request (Required)	6.	<input style="width: 100%; height: 40px;" type="text"/>
Submit Change Request (to be completed by client) (MM/DD/YYYY)	7.	<input type="text"/>
*****This section below to be completed by FLCB only*****	8.	<input type="text" value="*****This section below to be completed by FLCB only*****"/>
COC Approval Date: (MM/DD/YYYY)	9.	<input type="text"/>
LE or CD Disclosed:	10.	<input type="text" value="LE"/>