

**Penny Mac Eligibility Review**

**Loan Change Request**

(Use this form to revise parameters of loans submitted for non-delegated Eligibility Review)

**Loan information**

Client Name Borrower Last Name Penny Mac Loan #

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Requestor Name Requestor email Requestor Phone #

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| --- | --- | --- |
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**Change Request 1:**

Parameter changing Original: Revised to:

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| --- | --- | --- |
|  |  |  |

**Change Request 2:**

Parameter changing Original: Revised to:

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**Request Detail / Reason for Change** (as applicable)

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**Important Reminders:**

* Loan Change Request **must** be accompanied by updated AUS and complete updated 1003
* The completed request form and AUS need to be uploaded into Document Center as **Eligibility Review Doc to Clear Pend** documents
* Reviews performed by PennyMac only evaluate secondary market purchase eligibility.  The Lender/Client is wholly responsible for any compliance related disclosure requirements associated with changes in loan terms and conditions.  If changes impact lock attributes and/or price, the Lender/Client is also wholly responsible for applicable changes to the lock within the Correspondent Portal.

Revised 07/27/16