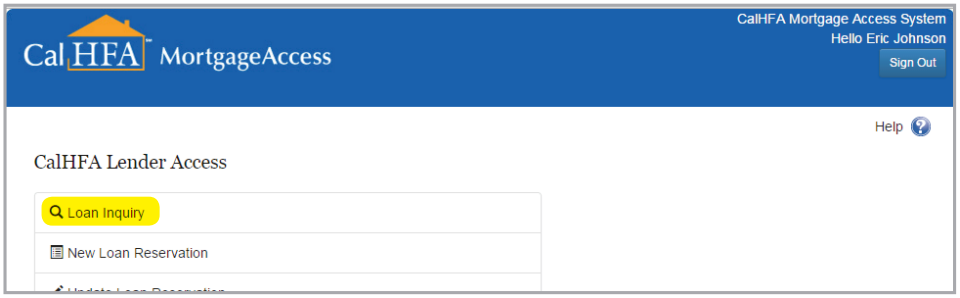
CalHFA MAS User Guide: Locking a rate

How do I lock a loan rate?

1. From the main menu select **"Loan Inquiry."**
2. Enter CalHFA loan number, Borrower Name or Property Address and press "**Search.**"
3. On the following screen locate your loan and click **"Select."**
4. On the Loan Details screen click **"Lock Rate."**
5. The Lock Rate screen will allow you three minutes to complete the process. A countdown timer will show the remaining time. Verify the loan information. If it is correct and the rate is acceptable click **"Submit Rate Lock."**
6. On the pop-up Rate Lock Submission Confirmation window again click **"Submit Rate Lock."**
7. You will receive a confirmation email that your rate is locked.



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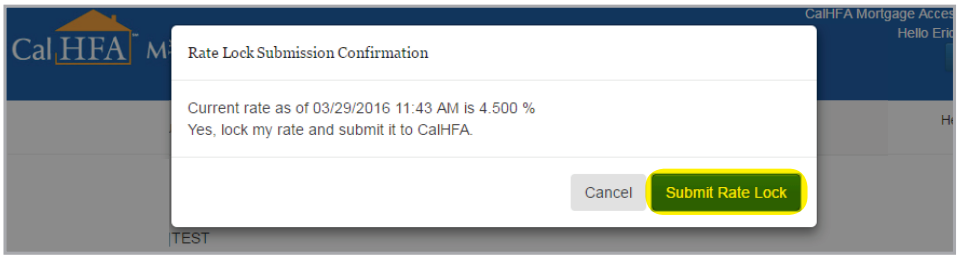
Locate your loan and click "Select"

Click "Lock Rate" on the Loan Details screen

Verify your information and click "Submit Rate Lock"



Confirmation message and final "Submit Rate Lock" button