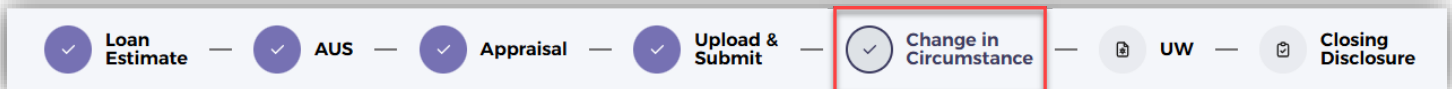


CHANGE IN CIRCUMSTANCE (CIC) REQUESTS

- **Brokers** – can request after Initial Disclosures have gone out
- **NDC1** – can request after CD has gone out
- **NDC2 & NDC3** – to update pricing, loan amount changes, etc for informational purposes anytime during the loan process. This is to ensure FCM has the same information as the NDC2/3.

Click **Change in Circumstance** tab



- CIC must be submitted within 3 business days of the change
- Complete **Date of Change**, **Reason for Change** and any **details**
- **Fees** can be added by clicking on **Add Custom Fee**

Request Change in Circumstance

Submit Request

Date of Change *

Pick a date

Reason for Change *

Select reasons

Please provide any additional details associated with the change, and that field should be required for all changes

Type details

Fees

Supporting Documents

Add Custom Fee

Description	Amount	Paid By	Paid To
Fee name	\$ 0	Paid by	Paid to



Coda



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- Documents can be added by clicking on **Supporting Documents**
- **Click to upload or drag and drop section:** Upload documents by either clicking on this section to add files, or by drag/drop into this section

Fees

Supporting Documents

Click to upload or drag and drop

No documents added yet

- Click **Submit Request**

Request Change in Circumstance

Submit Request

CIC HISTORY

- All Change in Circumstance requests will be listed at the bottom of the page in the **Change in Circumstance** tab.

Fees

Supporting Documents

Add Custom Fee

No Fees Available

Filter

Request Type	Requested Change	Date Added	Status
Change of Circumstance	Other - Explanation Required	6/3/2026	SUBMITTED
Change of Circumstance	Sales price / Appraised Value Update	6/1/2026	SUBMITTED
Change of Circumstance	Initial Rate Lock	5/12/2026	SUBMITTED



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NMLS #3112

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