



System Enhancements

Job Aid: Updating Purchase and Refinance Compensation

Overview

A new enhancement allows you to set **separate compensation values for Purchase and Refinance transactions**. Previously, compensation was applied uniformly across all loan types.

Important Guidelines

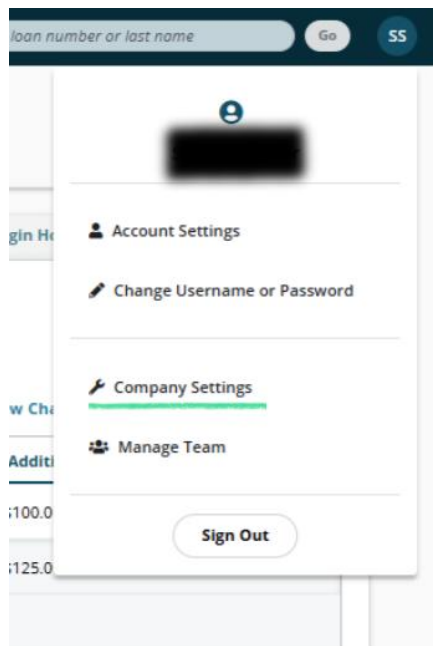
- Refinance compensation must be **less than or equal to** Purchase compensation.
- Once compensation elections are submitted, they are subject to the existing **90-day compensation lock period**.
- Requests for compensation changes are reviewed and processed by the appropriate team and may take **a few business days** to complete.
- **Purchase and Refinance comp can be changed independently of each other**. However, once one selection is changed, the comp selection may not be changed for 90 days.

How to Update Your Compensation

Step 1: Access Company Settings

From the home screen:

1. Click your **Initials/Profile Icon** in the upper-right corner.
2. Select **Company Settings**.



Step 2: Open Lender-Paid Compensation

Within Company Settings:

1. Select **Lender-Paid Compensation**.

A screenshot of the 'Company Settings' page in a web application. The page has a sidebar on the left with icons for home, settings, and other functions. The main content area has four tabs: 'Company Details', 'Lender-Paid Compensation' (which is selected), 'Margin Holdback', and 'Margin Holdback V2'. Below the tabs is a section titled 'Current Elections' with a warning message: 'Please reach out to support@newreze.com in order to make changes to your lender-paid compensation'. To the right of this message are links for 'View Change History' and 'Change Elections'. Below the message is a table with the following data:

Date Effective	State Override	Purchase / Refinance	Lender Paid Comp %	Lender Paid Min	Lender Paid Max	Additional Flat Fee
01/08/2026 02:24:14 PM	All States unless specified otherwise below	Both	1.75%	\$750.00	\$7,000.00	\$100.00
04/29/2025 10:44:13 PM	CA	Both	2.50%	\$2,500.00	\$50,000.00	\$125.00
12/10/2022 08:08:27 AM	AZ	Both	1.25%		\$50,000.00	
12/10/2022 08:08:27 AM	FL	Both	1.00%	\$1,000.00	\$10,000.00	
12/10/2022 08:08:27 AM	TX	Both	2.00%	\$100.00	\$5,000.00	

Step 3: Review All-State Compensation Settings

You will now see separate compensation fields for:

- Purchase
- Refinance

Example

Loan Type	Compensation
Purchase	2.750%
Refinance	2.500%

Remember: Refinance compensation must be less than or equal to Purchase compensation.

The screenshot shows the NEWTEZ web application interface. A modal window titled "Lender-Paid Compensation Change Elections" is open. It contains an "Important Tips" section with three bullet points: "After saving these changes, elections can't be changed again for 90 days (10/18/2026)", "If Company is licensed in only one state, State selections are not applicable.", and "If Company is licensed in more than one state, State selections should only be made if different than the row that applies to 'All States unless specified otherwise below'". Below this is a table with columns: "Date Effective", "State Override", "Purchase / Refinance", "Lender-Paid Comp %", "Lender-Paid Min", "Lender-Paid Max", and "Additional Flat Fee". The table has two rows: the first row is for "Refinance" with a rate of 2.5, and the second row is for "Purchase" with a rate of 2.75. Both rows have a "State Override" of "All States unless specified otherwise below". The "Lender-Paid Min" and "Lender-Paid Max" are both set to \$ 750.00, and the "Additional Flat Fee" is set to \$ 100.00. At the bottom of the modal, there is a checkbox for "By submitting this electronic form, I certify I am authorized to make such change on behalf of the Company and certify the election is in compliance with the Broker Agreement. I understand that the change will apply to any loans with an application date or lock date (whichever is earlier) after this change is submitted." and buttons for "Cancel" and "Save Elections".

Date Effective	State Override	Purchase / Refinance	Lender-Paid Comp %	Lender-Paid Min	Lender-Paid Max	Additional Flat Fee
07/29/2026 04:10:29 PM	All States unless specified otherwise below	Refinance	2.5	\$ 750.00	\$ 7,000.00	\$ 100.00
	All States unless specified otherwise below	Purchase	2.75	\$ 750.00	\$ 7,000.00	\$ 100.00

Step 4: Update State-Specific Compensation Overrides (If Applicable)

If you maintain state-specific compensation plans:

1. Select the applicable state.
2. Enter the desired **Purchase Compensation**.
3. Enter the desired **Refinance Compensation**.

Example

State	Purchase	Refinance
California	2.750%	2.500%

The screenshot shows the 'Lender-Paid Compensation Change Elections' form within the NEWTEZ application. The form includes a table for defining compensation overrides by state and type (Purchase or Refinance). The table has columns for Date Effective, State Override, Purchase / Refinance, Lender-Paid Comp %, Lender-Paid Min, Lender-Paid Max, and Additional Flat Fee. The form also includes an 'Add State Override' button and a 'Save Elections' button at the bottom right. A disclaimer at the bottom states: 'By submitting this electronic form, I certify I am authorized to make such change on behalf of the Company and certify the election is in compliance with the Broker Agreement. I understand that the change will apply to any loans with an application date or lock date (whichever is earlier) after this change is submitted.'

Date Effective	State Override	Purchase / Refinance	Lender-Paid Comp %	Lender-Paid Min	Lender-Paid Max	Additional Flat Fee
07/20/2026 04:10:28 PM	All States unless specified otherwise below	Refinance	2.5	\$ 750.00	\$ 7,000.00	\$ 100.00
	All States unless specified otherwise below	Purchase	2.75	\$ 750.00	\$ 7,000.00	\$ 100.00
	CA	Purchase	2.75	\$	\$	\$
	CA	Refinance	2.5	\$	\$	\$

Step 5: Save Your Elections

After reviewing your entries:

1. Click **Save Elections**.

What Happens Next?

After submitting your compensation elections:

- Your submission will be routed for review and processing.
- Changes are not applied instantly.
- Processing may take **a few business days**.
- Once submitted, compensation elections remain subject to the standard **90-day lock period**.

Frequently Asked Questions

Can my Refinance compensation be higher than my Purchase compensation?

No. Refinance compensation must be less than or equal to Purchase compensation.

Can Purchase and Refinance compensation be the same?

Yes.

Are changes effective immediately?

No. Compensation changes are reviewed and processed by the appropriate team and may take a few business days to complete.

Can I update my compensation again right away?

No. Compensation elections remain subject to the existing 90-day compensation lock period.

Quick Reference

- ✓ Click **Initials** → **Company Settings** → **Lender-Paid Compensation**
- ✓ Update Purchase and Refinance compensation values
- ✓ Ensure Refinance $\leq$ Purchase
- ✓ Update any state-specific overrides as needed
- ✓ Click **Save Elections**
- ✓ Allow a few business days for processing
- ✓ Compensation elections are subject to a 90-day lock period after approval and implementation



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