

# JOB AID: Requesting a Change of Circumstance

Practical guidance for CWL brokers & partners

# **Community Wholesale Lending**

Version: 1.0 Date: 08/27/2025

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# JOB AID: Requesting a Change of Circumstance

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#### 1. Overview

This job aid provides step-by-step guidance on requesting a change of circumstance

### 2. Step-by-Step Instructions

- 1. Navigate to your loan file within PARC
  - -From within your loan file, select requests

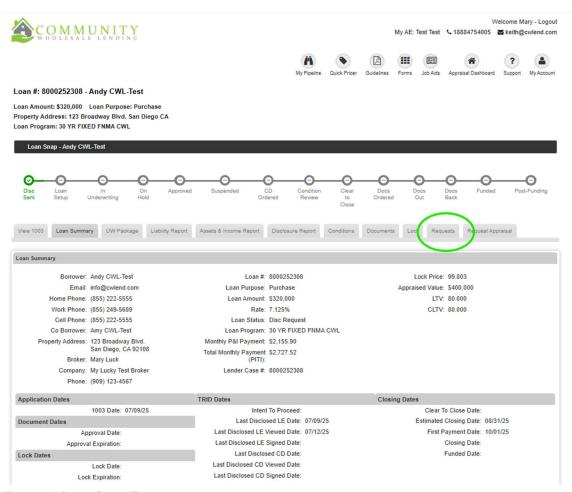


Figure 1. Loan Snap/Requests

#### 2. Select Change of Circumstance

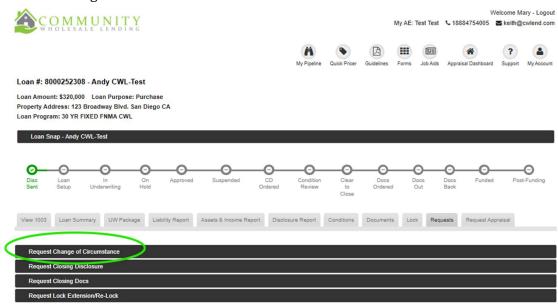


Figure 2. Request Change of Circumstance

#### 3. Make changes

- -Select any changes that apply
- -make any notes that our disclosure team should know
- -submit request

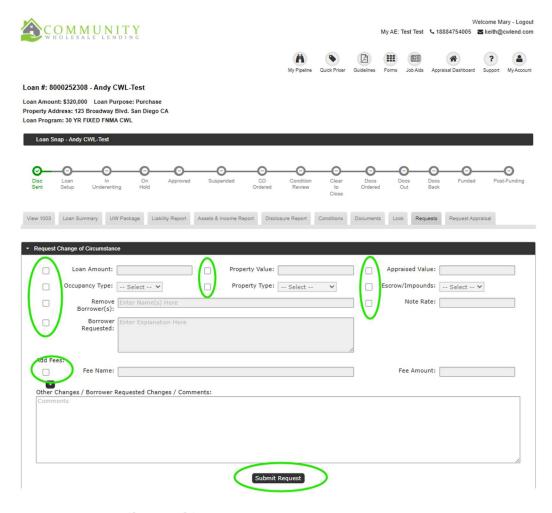


Figure 3. Request Change of Circumstance

## 3. Support

Need help? Contact parcsupport@cwlend.com