

Basic Extension Application FAQ

Q: What is a Basic Extension?

A: A Basic Extension is used to extend the current maturity date of an existing loan.

Q: What is included in the Basic Extension document?

A: The Basic Extension package covers the following points:

- New Maturity Date of the Loan
- Current loan balance due
- The extension fee for extending the loan
- Waiver of claims against the lender/servicer in consideration for providing an extension

Please note the following which are NOT covered:

- Basic Extensions are not recordable documents
- Does not include closing instructions as these are not intended to be closed through a title company
- Any changes to the loan other than an extension of the maturity date
- Other features typically associated with more significant loan modification agreements such as re-affirmation of guaranty, corporate authorizations, etc.

Q: How much does a Basic Extension cost to produce in Lightning Docs?

A: Basic Extensions are priced at a flat fee of **\$100.00** regardless of monthly volume. Fees will be billed at the same time as your regular loan documents each month for the preceding month.

Q: Will loan terms carry over from my previous Lightning Docs transaction?

A: The Basic Extension is a separate app from the main loan document application. If the loan to be extended was created within Lightning Docs, find that loan record on the left-hand side of the home page and click on it. On the right-hand side, you will see a button called “**Select App**”. Here, you can select the **Basic Extension** application. From there, simply follow the prompts for the information required – such as the length of the extension, an extension fee, if any, the current payoff balance and its effective date, and whether there have been any prior extensions.

[Click here](#) for a step-by-step guide on how to create a Basic Extension using an existing loan file in Lightning Docs.

Q: Can I use the Basic Extension even if I did not create the original loan in Lightning Docs?

A: Yes. If you are creating a Basic Extension from scratch with no pre-existing Lightning Docs loan, then look to the top left corner of the Lightning Docs home screen and click on “**Create Record**” and select the **Basic Extension** app. No matter which option or method you choose, each extension runs at the same, flat \$100 per file.

[Click here](#) for a step-by-step guide on how to create a Basic Extension when you did not create the original loan file in Lightning Docs.

Q: Does the Basic Extension Agreement Need to be Recorded?

A: No. The agreement is not intended to be recorded.

Q: Can I charge an Extension Fee?

A: Yes. The Basic Extension anticipates that the lender may charge an extension fee and that the fee may be collected up front or may be put on the back end of the loan. Please consult with your counsel to determine whether any compliance/regulatory risks exist when modifying loan documents generally.

Q: Can the Borrower e-sign the Basic Extension?

A: Yes. Lightning Docs will provide you with a Word version of the document. You may have the borrower e-sign the Basic Extension Agreement.

Q: What if I need to do something other than extend the maturity date?

A: The Basic Extension only extends the maturity date and should not be used for any other modification to the loan documents, such as altering the principal balance, altering the interest rates, adding/substituting collateral, etc. For more significant adjustments, you may use our **Modification App**, as it allows for the following changes:

1. Increase or paydown the principal balance
2. Increase or decrease the interest rate
3. Extend the Maturity Date

[Click here](#) for more information on how to create a Modification with Lightning Docs.