

## RESPONSIBILITIES LIST

We value the importance of identifying responsibilities to help ensure a smooth loan process and amazing experience for your clients. Please feel free to reach out to our management team should you have any questions or concerns.  
Your success is our goal.

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### **Loan Originator is responsible for the following at all times, for all loans:**

- Selecting lender and registering file
- Opening escrow
- Ensuring fees are accurately disclosed & updating the processor should fees change at any point in the process
- Completing online loan submission form and upload all necessary documentation
- Locking rate and extending lock, if necessary
- Restructuring of loan, if necessary
- Sending approval letters to agents
- All realtor communication - loan processor should not have any communication with borrower/seller agents
- Ensure processor is given all updated, relevant information/documentation pertaining to the file

### **Loan Processor is responsible for the following at all times, for all loans:**

- Requests initial disclosures in lender portal, if not already done, and ensuring they are signed in a timely manner
- Submits COCs in lender portal, as needed
- Tracks and saves copies of all LEs, CDs and COCs
- Submits file for initial UW review
- Orders title work, appraisal, condo docs, pest inspections, verifications (VOE, VOR, VOD), etc. as needed
- Updates insurance binder(s) with new lender mortgagee
- Works with borrower(s) to gather conditions for final review
- Schedules weekly pipeline meetings with LO
- Provides weekly updates to borrowers
- Re-Submits file for final approval
- Once final approval is received, requests closing docs in lender portal
- Monitors balancing with lender closer and escrow; makes sure broker comp/fees/credits are correct before final CD and docs go out
- Ensures escrow has received closing docs and there are no errors
- Makes sure signed closing docs are promptly returned to the lender
- Makes sure all funding conditions are completed
- Makes sure escrow has all invoices to be paid
- Makes sure escrow has CPP wire information to wire broker funds