



## A Processor's Role

Once your loan is in process, your mortgage processor will be your primary contact to obtain the status of your loan, to answer any questions about the documentation required on the loan, and to guide you through the process from application through closing.

Reviews your application: A processor first reviews your loan application and will contact you to request any additional documentation that your loan officer did not gather up front.

Orders all required items: Your processor will order the appraisal, the title work on the property, a flood certificate, and tax transcripts. These items are all needed in order to issue a final approval.

Submit to underwriting: Once the processor has collected enough documentation from you to consider the application complete, the loan will be handed over to the underwriting department for review.

Issues approval letter: Upon receipt of the underwriting decision, your processor will issue an approval letter. With your permission they will also deliver it to anyone that is involved in the transaction.

Scheduling the closing: Once your loan is cleared to close, your processor will schedule the loan with the closing attorney and hand your loan over to the closing department who will provide the closing package to the attorney.

Communicator: Your processor will call you regularly to inform you of the status of your loan from application through to closing. They will also keep all parties informed of updates and changes to your loan transaction. This includes your loan officer, closing attorneys, realtors, buyer's attorneys and anyone else you would like to be kept in the loop.