

# Processing Workflow

Here is a list of activities that we undertake on behalf of our clients. We typically set up the loan within 24 hours from the time it is received from the loan officer and also send out an “Additional items Needed List”.

1. Review file thoroughly for completeness and accuracy
2. Generate lender disclosures (if applicable) and send to borrower for signature
3. Verify Ratios, Income Documents, Collateral, Source of Funds, Reserves
4. Request any missing documents from borrowers
5. Order Title and track progress
6. Run updated AUS (if applicable)
7. Order VA and FHA case numbers for government loans
8. Order Appraisal and track progress
9. Order Condo Questionnaire (where Applicable)
10. Order Payoffs
11. Order VOE, VOR, VOD, VOM
12. Submit file (contract, borrow docs, etc.) to lender
13. Communicate and stay in touch with borrower and other parties on the status of the file
14. Once approval received- contact borrower to obtain documentation to satisfy conditions
15. Resubmit to 1 other lender in case the file is declined at \$50. Each subsequent will result in a \$100 fee
16. Provide LO with loan updates weekly, daily or as needed if preferred
17. Appraisal-Final Inspection order if needed and follow up
18. Follow up on conditions until all conditions are received & cleared
19. Resubmit conditions to lender as needed
20. Order/verify Prelim/LE/CD
21. Send copy to LO for approval and send to borrower for signatures
22. Obtain Clear to Close or Final Approval
23. Assist in coordinating closing if needed
24. Upon CD approval from LO, send borrower final closing amount and wire instructions.
25. Send final 1003 and docs not provided by closing department to title for signatures at closing (if applicable)
26. Follow up on closing docs/order docs if applicable
27. Submit closed file to Lender for purchase review
28. Clear any post-closing PTP conditions prior to lock expiration.
29. Send final 3.4 back to LO for their records.

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