



# MORTGAGE BROKING

## 21 JOBS YOU DON'T HAVE TO DO

- 1. Client Communication:** Interact with clients to collect necessary documents and provide updates on their mortgage applications.
- 2. Document Gathering:** Collect and organize client financial documents, such as pay stubs, bank statements, and tax returns.
- 3. Application Submission:** Prepare and submit mortgage applications to lenders on behalf of clients.
- 4. Document Verification:** Review client documents for accuracy and completeness to ensure they meet lender requirements.
- 5. Credit Check:** Pull and review credit reports to assess clients' creditworthiness.
- 6. Prequalification:** Assist in prequalifying clients by evaluating their financial information and determining loan eligibility.
- 7. Rate Shopping:** Research and compare mortgage rates and terms from various lenders.
- 8. Compliance Management:** Ensure that all mortgage applications and documentation adhere to regulatory guidelines.
- 9. Follow-Up:** Maintain regular communication with clients to keep them informed about the status of their mortgage applications.
- 10. Loan Program Knowledge:** Stay updated on various mortgage loan programs and their eligibility criteria.
- 11. Escrow Management:** Coordinate with escrow companies to facilitate the closing process.
- 12. Appraisal Coordination:** Schedule property appraisals and manage communication between appraisers and clients.
- 13. Title Search:** Initiate title searches to ensure there are no liens or issues with the property's title.
- 14. Conditions Tracking:** Monitor and track outstanding conditions required by lenders for loan approval.
- 15. Rate Locks:** Assist clients in securing favorable interest rates by managing rate lock-in periods.
- 16. Closing Disclosure:** Review and explain closing disclosure statements to clients prior to closing.
- 17. Closing Coordination:** Coordinate the closing process with clients, lenders, and title companies.
- 18. Post-Closing Review:** Ensure that all documents are properly executed and submitted after the closing.
- 19. Customer Service:** Address client inquiries and concerns throughout the mortgage process.
- 20. Data Entry:** Maintain accurate records of client information and loan details in the company's database.
- 21. Continuous Learning:** Stay informed about industry trends, changes in regulations, and new mortgage products.