

JCM

JR. PROCESSOR — FILE READINESS CHECKLIST

Borrower: _____

Loan #: _____

Property: _____

LO: _____ **LOA:** _____

Processor: _____ **Date Received:** _____

1. PROPERTY & LOAN INFORMATION

- ☐ Property information complete
- ☐ Property address verified
- ☐ Loan purpose verified
- ☐ Occupancy verified
- ☐ Loan program/structure verified
- ☐ Contract information matches LOS

2. DISCLOSURES & CONTRACT

- ☐ **Initial disclosures ordered**
- ☐ Contract uploaded and reviewed
- ☐ Contract terms match LOS
- ☐ Purchase price / loan amount / closing date verified

3. THIRD-PARTY ORDERS

- ☐ **Title ordered**
- ☐ Title order/status documented in LOS
- ☐ **Appraisal ordered**
- ☐ Appraisal order/status documented in LOS

4. BORROWER & QUALIFYING DOCUMENTATION

- ☐ Credit information available
- ☐ Income documentation present
- ☐ Asset documentation present
- ☐ Employment information present
- ☐ Required borrower documentation requested
- ☐ Loan program identified

5. FILE REVIEW & COMMUNICATION

- ☐ Outstanding issues identified
- ☐ Missing documentation identified
- ☐ Outstanding items communicated to appropriate party
- ☐ LOS milestones updated
- ☐ File notes updated
- ☐ All required documents uploaded/indexed correctly

PROCESSOR-READY CHECK

Before handing the file to the Processor:

- ☐ File has been reviewed for completeness
- ☐ All required initial orders have been placed
- ☐ Missing items have been identified and communicated
- ☐ LOS is current and accurate
- ☐ File notes clearly explain any outstanding issues
- ☐ File is **PROCESSOR READY**

Jr. Processor Certification

I have completed the above review and identified all known outstanding items.

Jr. Processor: _____

Date: _____

Time: _____

HANDOFF SLA

File received → Initial review: Within 2 business hours

Disclosures / Title / Appraisal: Same business day

Processor-ready handoff: Within **1 business day**, assuming required information is available.

If the file cannot be completed within the SLA, identify the issue, communicate it, and escalate it. Do not allow the file to sit silently.