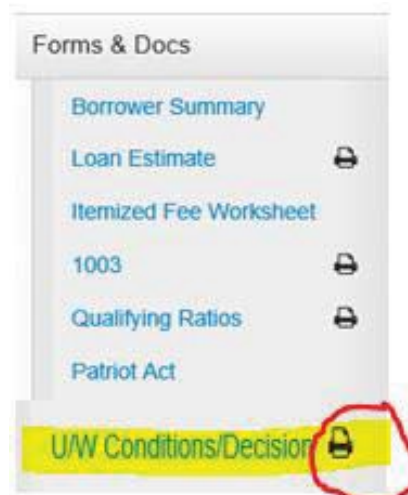




Roles of an JR Compliance Coordinator

- The JR Compliance Coordinator will split your documents, review all compliance and condition out for what is still needed or may be missing
- They prepare the file for underwriting to review and assigns it to an underwriter for the credit underwrite.
- The same JR UW and UW are assigned to the file and remain throughout the file process
- When a file is resubmitted the JR reviews any outstanding compliance, updates the compliance conditions and moves the file to the UW for review
- Compliance conditions must all be met to receive a clear to close.
- To view compliance conditions, you would select Forms & Docs, scroll down and select U/W Conditions/decision and click on the print button to view them – this is also the same way to view your conditions once the file has been UW and you receive a trigger.



- Once the UW has completed their review the file will be released back to you with a trigger to your email . The Approval notice can be printed or viewed at this time. Until the file is released and does not show a final date, the conditions may change as they are being updated.
- If your file is in for Final Review for the CTC (Clear to Close) - The UW will sign off on any remaining conditions and give the final approval and print docs. The file will be sent back to the JR CC, at this time.
- The Jr CC will then complete a final compliance review on the file. If nothing further is needed, the file will receive a CTC. The Jr CC will email this notice to the LO assigned to the file. If further information is needed to provide the CTC, the Jr CC will send this email out to the LO that includes a list of exactly what is needed to provide a CTC. The items can be emailed back to the Jr CC for clearing and issuing the CTC.

If you have any questions regarding this information, please contact mtgsupportcenter@flanaganstatebank.com

