



**Title:** Document Drawer

**Location:** Santa Ana, CA

### **Position Information**

The Document Drawer prepares all mortgage loan documents for closing, quickly and efficiently.

### **Responsibilities**

- Utilizing Company Doc Drawing checklist, review loan file for completeness and accuracy
- Ensure address and vesting consistent on title report, appraisal, escrow instructions, loan documents, and FHAC
- Verify rate, loan amount, and fees are consistent on loan documents and approval
- Ensure all fees compliant according to REPA 2010 re-disclosure requirements
- Ensure loan document date compliant with MDIA requirements
- Prepare and issue loan documents to escrow for borrower signature
- Ensure all loan documents are issued within department turn time policy

### **Qualifications**

- Minimum 3+ years of doc drawing experience
- ATR/QM knowledge required
- Must be current on all RESPA rules and regulations
- Proficiency with Encompass 360 and Microsoft Office Suite (Word, Excel, Outlook).

### **Salary and Benefits**

Our employees enjoy a competitive compensation and benefits package, which includes medical, dental, vision, life, and disability insurance, flexible benefits plan, 401(k) plan, and paid holidays, as well as vacation and sick leave.

### **To Apply**

Submit your resume and a cover letter describing how you meet the minimum qualifications and desired attributes.

\*\*\*Please note that job responsibilities can change at any time at the discretion of the company.