



Example of Mortgage Loan Closer Job Description

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Our growing company is looking for a mortgage loan closer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for mortgage loan closer

- Monitors scheduling notices from title company and schedules closings in system
- Works with Title Companies on worksheets to create a first time clean closing disclosure
- Monitors all closings works with processing to obtain all items to complete closing disclosures
- Data input of information to create documents for closing
- Works with Title Companies/Processors to obtain and clear closing conditions
- Review settlement statements/closing disclosures for accuracy
- Orders wires and balances with Title Companies
- Scanning of closed loan documents
- Have thorough knowledge and background in the following areas
Conventional and government mortgage closing process and ability to keep self educated in other mortgage lending guidelines and requirements used in combination with loan types
- Enter data into the Mortgage Software Core System

Qualifications for mortgage loan closer

- Coordinate with Closing Agent and on scheduling closing date
- Comprehensive knowledge of loan processing, closing and funding policies and procedures and all loan products in the portfolio

- Familiar with mortgage industry standard concepts, practices and procedures including MDIA, TILA and RESPA requirements
- Preferred 3 + years of drawing docs at a financial institution