

The duties of a Mortgage Loan Originator (MLO) generally include:

1. **Client Consultation:** Meeting with clients to understand their financial situation, goals, and needs for mortgage financing.
2. **Loan Product Recommendation:** Reviewing and recommending suitable mortgage products based on the client's profile, financial capability, and loan requirements.
3. **Application Processing:** Assisting clients in completing the loan application (Form 1003), collecting required documentation, and guiding them through the mortgage process.
4. **Credit Review and Analysis:** Assessing the client's creditworthiness by reviewing credit scores, reports, income, assets, and liabilities to determine loan eligibility.
5. **Compliance and Documentation:** Ensuring all paperwork is accurate, complete, and meets both lender and regulatory requirements. This includes maintaining knowledge of lending laws and guidelines from agencies like Fannie Mae and Freddie Mac.
6. **Coordination with Underwriters and Processors:** Working closely with loan processors and underwriters to ensure the loan file is complete and meets all requirements for approval.
7. **Communication and Follow-up:** Keeping clients updated throughout the loan process, addressing questions, and handling any concerns until the loan closes.

8. **Market Knowledge and Networking:** Staying informed on mortgage industry trends, rate changes, and regulatory updates. Building a network with real estate agents, brokers, and financial advisors to help drive business.
9. **Customer Relationship Management:** Maintaining relationships with clients post-closing for future business opportunities and referrals.

