Lender Readiness Checklist

Requirement	Yes	No	Maybe?
Identify and implement technology solution providers (TSPs) and technology solutions			
➢ Generate compliant eNotes			
➢ Provide eClosing platform for execution of closing documents			
➢ Provide access to a secure eVault			
➢ Become MERS®-enabled in production (MERS® System and eRegistry)			
Confirm settlement partner preparedness to conduct eClosings			
➢ Hybrids			
➢ Full eClosings			
➢ Identify if eSigned documents can be recorded in your state or jurisdiction			
➢ Complete end-to-end testing			
Build Your Process and Identify Your Partners			
➢ Train loan delivery staff on established eNote delivery process using eVault			
➢ Confirm warehouse funding partner readiness for eNotes			
➢ Confirm custodian partner readiness to certify eNotes			
➢ Establish process for correcting eNote errors			
➢ Establish an eNote delivery process using eVault with help from your TSPs (and warehouse funding partner if applicable)			
➢ Establish a delivery process for all closing documents			
Determine Servicing and Closing of Loan			
➢ Self Service? Make sure your TSP supports the functionally to service eNotes			
➢ Using a sub servicer? Confirm sub-servicer readiness for eNotes			
➢ Establish process for receipt and retention of eClosing transaction documentation			
Preparing for Your First Transaction			
➢ Document the workflow process you will be using for a Digital Closing			
➢ Ensure the instructions to the signing agent (closer or escrow officer) are clear and easy to follow			
➢ Test the process			
➢ Solicit feedback!			