



**Liberty  
Mortgage  
Corporation**

PO Box 410194 Chicago, IL 60641

**Phone:** 773-677-6460 **Email:** financing.information@comcast.net **NMLS #** 1807234

### **Assistant Loan Officer Agreement**

As an Assistant Loan Officer, you will receive \_\_\_\_\_ Compensation on Each Loan and you will,

- Assistant loan officers in reviewing loan applications and completing administrative tasks for their organization.
- Be responsible for checking important loan details and requirements before submitting all documentation to the lender.
- Will prepare cost estimates for borrowers, provide all necessary information to relevant parties, answer client inquiries, and redirect questions to the appropriate departments.
- Assistant loan officer will report their progress and escalate issues to the loan officer or supervisor in their department. In all tasks, these officers must follow strict privacy policies to protect the identities of all parties involved, as well as keep accurate records of loan requests and other lender/borrower information
- Assistant loan officer's main responsibilities include preparing letters of credit for lenders. Additionally, these professionals facilitate the closing of loans, actively participate in the preparation and distribution of marketing materials, and convey complex loan information in simple terms to clients.

You understand that as an Assistant Loan Officer you cannot;

- Quote Interest Rates
- Suggest Loan Programs or Products

You may be subject any all liability and finds resulting from any such advice.

X \_\_\_\_\_  
Assistant Loan Officer

Date: \_\_\_\_\_

X \_\_\_\_\_  
Loan Officer

Date: \_\_\_\_\_