

## Position: Loan Servicing Associate

### **Who We Are:**

Renovo Financial is a rapidly-growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. In 2017, Renovo was honored to be named Crain's 2<sup>nd</sup> fastest growing company in Chicago and again in 2018 as the 6<sup>th</sup> fastest growing company in Chicago.

### **Position Summary:**

The Loan Servicing Associate's primary responsibility is to work with the closing team to verify all necessary documents received pre- and post-closing are received and meet our standards; this includes drafting and recording documents required throughout the life of the loan. The Loan Servicing Associate also manages all the insurance policies for Renovo's portfolio, which entails working directly with insurance agencies as well as with the Renovo team. This role requires coordination with several different departments at Renovo. At present time, this position functions as both a partially remote and in-office role. Proficiency in Microsoft Office required, and experience with Salesforce is a plus.

### **Responsibilities:**

- **Closings:**
  - Verify all servicing pre-close documents have been received and review for accuracy
  - Perform quality control on all original legal documents that are received post-closing
  - Coordinate with closing team to collect missing or incorrect original documents
- **Draft Legal Documents:**
  - Send Extension Agreements through DocuSign in Salesforce
  - Draft and record Modification Agreements, Assignments and Allonges, and Release Deeds
- **Track Insurance Policies:**
  - Work with insurance agencies to renew insurance policies and collect invoices to send to accounting team
  - Coordinate with team on upcoming insurance expirations and cancellations for loans without insurance escrow
  - Force place insurance policies for expired and cancelled policies
- **Maintain Document Custodian Relationship**
  - Create collateral reports for newly closed loans and approve exception reports
  - Track received final title policies and recorded mortgages to clear loan exceptions
  - Contact title companies for missing final title policies and original recorded mortgages

### **Behavioral Characteristics:**

- High attention to detail
- Exceptional Organizational Skills
- Willing to be a team player and is able to work with all departments of the business
- Strong problem-solving skills
- Ability to manage concurrent assignments in an effective, efficient, and organized manner with little assistance from manager