

## eMortgage Readiness Checklist

### Closing

- Identify and implement technology solution providers (TSPs) and technology solutions that can:
  - Generate eNotes
  - Provide eClosing platform for electronically signing of closing documents that conform to the ESIGN Act, UETA, and MISMO requirements.
  - Provide access to a secure eVault that is integrated with the MERS eRegistry and eDelivery
- Become MERS enabled in production (MERS System and/or eRegistry)
- Confirm settlement partner preparedness to conduct eClosings
- Complete end-to-end integration testing

### Loan Delivery

- Establish process for ensuring eNote indicator is 'yes' (eNote) are included in loan delivery data as applicable
- Train Loan Delivery staff on established eNote delivery process using eVault
- Confirm custodian partner readiness to certify eNotes with a production eVault an MERS eRegistry and eDelivery integration
- Confirm that any paper loan supporting documents are logically associated with the eNote (via loan number, MERS MIN or by some other means)
- Establish process for correcting eNote errors
- Establish an eNote delivery process using eVault with help from your TSPs

### Servicing

- Establish access to a secure eVault solution.
- Confirm servicing platform is equipped to identify and support eMortgage loans
- Document servicers procedures that meet the unique requirements for eNotes for: Payoffs, Foreclosures, and eNote servicing transfers.
- Establish process for receipt, review, reporting, and maintenance of eClosing transaction documentation
- Due diligence review for accuracy and completeness of eNote documents

