



2510 Red Hill Avenue, Santa Ana, CA 92705 | 949.390.2688 | www.JMACLending.com

Standard Power of Attorney (POA) Checklist

Loan Information	
Borrower Name	Loan Number
Approver	
Complete the following checklist for POA	
Ineligible (Loan does not qualify for POA if any of the following apply)	
<input type="checkbox"/>	Refinance Cash Out Loan
<input type="checkbox"/>	Trust Loan
<input type="checkbox"/>	Refinance transaction with ownership or vesting change
Eligible (Loan qualifies for POA if ALL of the following apply)	
<input type="checkbox"/>	Acceptable letter of explanation addressing the reason and relationship to attorney-in-fact for use of POA ¹
<input type="checkbox"/>	Limited or Specific POA ²
<input type="checkbox"/>	Name on POA matches name of the borrower
<input type="checkbox"/>	Reference & match complete subject property address (legal description must be attached/correct if referenced)
<input type="checkbox"/>	Indicate borrower's appointed attorney-in-fact
<input type="checkbox"/>	Attorney-in-fact has no financial interest in the transaction (i.e. real estate agent, mortgage broker, closing agent)
<input type="checkbox"/>	Authorizes attorney-in-fact to enter a real estate transaction & mortgage property
<input type="checkbox"/>	Form is complete/correct & any changes/strike outs have been initialed by the appropriate party
<input type="checkbox"/>	Signed & dated by borrower – each borrower using POA needs to execute a separate POA
<input type="checkbox"/>	Dated & notarized on/after borrower(s) executed Initial 1003 ³
<input type="checkbox"/>	Valid at time documents are executed and for up to 120 days
<input type="checkbox"/>	Notary completed & notarized on US soil or US Embassy
<input type="checkbox"/>	Title confirms title insurance is provided & POA will be recorded with security instrument at closing

¹Acceptable reasons, but not limited to an event such as: medical emergency, natural disaster, military deployment, or other serious hardship preventing borrower from executing documents in person. POA may not be used as a matter of convenience.

²Genral POA is not allowed. See POA Policy for Durable POA.

³POA cannot be used to execute Initial 1003 & Initial Disclosures.

Note: Standard POA Checklist applies to all loans. If ALL eligibility requirements are not met, review Power of Attorney (POA) Policy for exceptions on various loan programs and scenarios (i.e. VA, USDA, foreclosure) or contact compliance@jmacLending.com for more information.

Additional POA Information:

- If POA is used for a signature on a security instrument it must be recorded with the security instrument.
- POA must be approved by: Closing Supervisor, Director of Underwriting, EVP of Operations, General Counsel, President, VP Operations, & VP of Underwriting.