

Validation Guide (Contracts)

WIKI OVERVIEW

- **Wiki Purpose:** Streamline the Contract Validation process by systematically reviewing and either approving or rejecting the "Contrato de Suscripción" checklist on the corresponding Lead page, ensuring accurate contract information adherence to specified requirements, and providing justifications for rejection when necessary.
 - **Wiki Owner:** Joseph Canaan
 - **Validity:** n/a
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Approval Requirements for the Contract Validation

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

Process to review and approve/reject the Contract Validation

1. Open the corresponding Lead page.
2. Open the "Documents" section.
3. Select the "Contrato de Suscripción" checklist and open the document linked.
4. Validate the contract information following the requirements listed above.
5. If the contract follows the requirements correctly, approve the contract checklist, if not leave a note with the justification.

Note that approving the contract approves the project, so make sure this process is followed only after the Approval process [Validation Guide \(Proposal\)](#) or Approval process [Validation Guide \(Credit Checks of Personas Fisicas\)](#) or [Validation Guide \(Property Docs\)](#) have been completely followed

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