

Loan Production 3-day Workshop Agenda

(TIMES ARE APPROXIMATE)

Day One

8:30 a.m. – 9:30 a.m.	Introduction of instructor/participants Review agenda and class goals/objective/expectations Overview of Mortgage Banking - Broker/Lender Relationship Fannie Mae & Freddie Mac Conventional versus Government
9:30 a.m. – 10:00 a.m.	Overview of the Mortgage Application Flow – Application through Closing – Loan Officer and Processors work as a team; communication lines with all parties involved
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:30 p.m.	Taking a Loan Application, how to ask the right questions, Equal Credit Opportunity Act; issues with pre-qualify versus loan application
11:30 p.m. – 12:30 p.m.	Review the Uniform Residential Loan Application in detail, discuss application documentation and processing tips
12:30 p.m. – 1:30 p.m.	LUNCH
1:30 p.m. – 2:30 p.m.	Continue review of Uniform Residential Loan Application in detail, discuss application documentation and processing tips
2:30 p.m. – 3:30 p.m.	Automated Underwriting (Introduction to Fannie Mae Desktop Underwriting (DU) and Freddie Mac Loan Prospector (LP) Discuss Loan Origination software versus the Automated Underwriting System and introduce the Mr. Smith Case study.
3:30 p.m. – 3:45 p.m.	Break
3:45 p.m. – 5:30 p.m.	Income/employment Analysis Calculating STABLE income, discussion/defining income/employment documentation Calculating income and debt ratio Discuss self-employed borrowers – basic requirements and documentation
5:30 p.m. – 6:30 pm.	Ohio SB 185 Education provided based on student need

Day Two

8:30 a.m. – 10:00 a.m.	Credit Analysis
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:15 a.m.	Credit Analysis and Case Study
11:15 a.m. – 12:30 p.m.	Discuss how to complete a Good Faith Estimate and closing costs
12:30 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 3:30 p.m.	Examine points, fees and pre-paid expenses Review rate and pricing adjustments Good Faith Estimate examples for purchase and refinance transactions
3:30 p.m. – 3:45 p.m.	Break
3:45 p.m. – 5:30 p.m.	Details of Transaction – purchases Purchase Case Study covering calculating sale of present home and resolving funds to close issues
5:30 p.m. – 6:30 p.m.	State Specific Licensing Law Training For Indiana and Ohio as applicable to the student body. Additional instructor on site to handle break out session format if necessary.

Day Three

8:30 a.m. – 9:15 a.m.	Assets and source of funds analysis, acceptable sources of funds – gifts, seller contributions
9:15 a.m. – 10:00 a.m.	Details of Transaction – Refinances Debt consolidation loan pros and cons Supporting Net Tangible benefit to the borrower
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:00 a.m.	Eligibility – calculating the Loan-to-Value Define subordinate financing Calculation of Private Mortgage Insurance (PMI)
11:00 a.m. – 12:30 p.m.	Discuss Adjustable Rate Mortgages, specialized products Federal Disclosures review Regulation X – RESPA
12:30 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	Regulation B – ECOA Regulation Z – Truth-in-Lending Right of Rescission
3:00 p.m. – 3:15 p.m.	Break
3:15 p.m. – 4:30 p.m.	National Flood Insurance Reform Act Fair Housing Act/Predatory Lending Fair Credit Reporting Act/FACTA Home Mortgage Disclosure Act (HMDA) PMI Cancellation Privacy Act
4:30 p.m. – 5:30 p.m.	Closing the loan Completing Mr. Smith Case Study