

# Principles of Mortgage Banking I

## COURSE HIGHLIGHTS

### Program:

A ten-week course, held one morning a week, featuring discussions and lectures by experienced professionals in the residential mortgage banking field. Second program, Principles of Mortgage Banking II advanced level designed to provide a broader knowledge of the lending industry.

### Purpose:

To introduce students to the variety of topics and activities associated with mortgage banking in order to expand their understanding of the complexity of the industry. Secondary market guidelines are taught throughout the course as well as technical training in areas critical to a successful lending program in today's home loan environment. Topics covered include: History, Loan Application Loan Estimate, Closing Disclosure, Income and Asset Verification, Understanding the Credit Report and a Purchase and Sales Agreement, Investor Requirements ,Overlays, Post Closing QC, Flood.

### Who Should Attend:

Recommended for cross training employees or strengthening knowledge and understanding for all levels of experience in processing, loan origination and underwriting residential mortgage lending.

### Place:

New Hampshire Housing, 32 Constitution Drive (East Wing Meeting Area), Bedford, New Hampshire. Directions to East Entrance: Once in the parking lot, take an immediate right, versus a left to reach the main entrance. Plenty of parking is available. You will see a doorway at the end of a short, slightly wooded paved sidewalk.

### Student Evaluation:

Principles of Mortgage Banking is a certificate program, graded pass/fail. Your grade consists of prompt attendance, class participation, and a final exam. Completion is optional requirement for CMP application exam.

### Calculator Required for all Modules:

### Cost:

\$399 full course as a MBBA-NH member  
 \$599 full course as a non-member  
 \$ 55 individual module as a MBBA-NH member  
 \$ 75 individual module as a non-member

**Ten-week course refund policy:** We will refund 50 percent of the cost prior to week one, there will be no refund after that time.

### Registration:

Please send the enclosed registration form to Mortgage Bankers and Brokers Association of New Hampshire, Inc. (MBBA-NH), 6 Garvins Falls Road #106, Concord, NH 03301. You can register online at [www.mbba-nh.org](http://www.mbba-nh.org) and pay by MasterCard / Visa or use your PCP benefits.

### Preferred Corporate Partner Benefits

Platinum: 3 complimentary registrations per year  
 Gold: 2 complimentary registrations per year  
 Silver: 1 complimentary registrations per year  
 Bronze: 0 complimentary registrations per year

## 8:45to 9:00am registration & networking Prompt start 9:00am to 12 noon

### Module 1– September 12, 2017

- HISTORY OF THE MORTGAGE FINANCE INDUSTRY  
*Mark Chalifour, CMP, Vice President/ Residential Mortgage Sales, Merrimack County Savings*

### Module 2 & 10 —September 19, 2017

- COMPLETING THE LOAN APPLCATION,  
*Gladys White, CMP, Sr. Loan Officer, Residential Mortgage Services*
- UNDERSTANDING FLOOD DETERMINATIONS AND INSURANCE  
*Mark Condodemetraky, GC Engineering, Laconia, NH.*

### Module 3–September 26, 2017

- UNDERSTANDING THE CREDIT REPORT  
*Barret Elliot, Regional Sales Manager, Birchwood Credit Services*
- REVIEW OF PURCHASE AND SALES AGREEMENT  
*Gary Coffin, CMP, Director of Client Education, Market Street Settlement*

### Module 4 – October 3, 2017

- CHOOSING THE APPROPRIATE MORTGAGE PRODUCT AND PRICING  
*Rick Herrick, CMP, Loan Officer, PrimeLending*  
*Brenda Mahoney, CMP, Director of Development Homeownership, New Hampshire Housing*  
*Paul McLaughlin, CMP, HOMEteam Manager, Neighborworks Southern NH*

### Module 9– October 10, 2017

- COMPLIANCE OVERVIEW: UDAAP, HMDA, AML, REGZ, HPML, etc.  
*Sandra Gausch, CMP, Operations Risk Manager, Residential Mortgage Services*

### Module 6– October 17, 2017

- CLOSING THE REAL ESTATE LOAN  
*Gary Coffin, CMP, Director of Client Education, Market Street Settlement*
- QC/FRAUD  
*Ben Niles, Master CMB, Housing Advocate*

### Module 7 --October 24, 2017

- APPRAISING THE COLLATERAL  
*Mark McKeon, Appraiser, M.H. McKeon Appraisal Services*

### Module 5 – October 31, 2017

- PROCESSING AND UNDERWRITING MORTGAGE LOANS (PART I)  
*Evelyn Whelton, CMP, SVP – Retail Lending Market Manager, Bank of New Hampshire*  
*Michael Chadbourne, Director of Homeownership, NH Housing*

### Module 6 – November 7, 2017

- PROCESSING AND UNDERWRITING MORTGAGE LOANS (PART II)  
*Evelyn Whelton, CMP, SVP– Retail Lending Market Manager, Bank of New Hampshire*  
*Michael Chadbourne, Director of Homeownership, NH Housing*

### Module 2– November 14, 2017

- TRID & LOAN ESTIMATE / CLOSING DISCLOSURE  
*Sandra Gausch, CMP, Operations Risk Manager, Residential Mortgage Services*
- FINAL EXAM

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## REGISTRATION FORM

Students register for the full ten-week course or for individual modules. Registration deadline (for full course) is Thursday September 7, 2017 and for individual modules, the Tuesday before the appropriate module.

### COST

\$399 - Complete Course - MBBA-NH Members  
 \$599 - Complete Course - Non-Members  
 \$ 55 - Individual Classes - MBBA-NH Members  
 \$ 75 - Individual Classes - Non-Members

(Preferred Corporate Partners, complimentary registration)

**A.** Registration for the full ten-week course.

Supervisor's name: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Yrs. in Mtge. Banking: \_\_\_\_\_  
 Student's email: \_\_\_\_\_

Student's Name \_\_\_\_\_  
 Title: \_\_\_\_\_ Yrs. In Mtge. Banking: \_\_\_\_\_  
 Student's email: \_\_\_\_\_

**B.** Registration for individual modules. Please check module(s) attending:

\_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_6 \_\_\_7 \_\_\_8 \_\_\_9 \_\_\_10  
 Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Name \_\_\_\_\_  
 Title: \_\_\_\_\_ Yrs. In Mtge. Banking: \_\_\_\_\_  
 Student's email: \_\_\_\_\_

Using Preferred Corporate Partner complimentary registration(s)\_\_\_ or check enclosed in the amount of \$ \_\_\_\_\_ or register and pay by MasterCard or VISA on MBBA-NH website.

Please make *check payable to MBBA-NH* and return to MBBA-NH, 6 Garvins Falls Road # 106, Concord, NH 03301. (603) 225-6111  
 Email: [info@mbba-nh.org](mailto:info@mbba-nh.org); and Web site: [www.mbba-nh.org](http://www.mbba-nh.org).

# Introduce Your Staff to The Various Aspects of Residential Mortgage Banking Including:

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History of the Mortgage Finance Industry

Completing the Application,  
Loan Estimate and Closing Disclosure

Credit Reporting and Scoring

Understanding a Purchase  
and Sales Agreement

Choosing the Appropriate  
Mortgage Product and Pricing

Processing and Underwriting  
Mortgage Loans Part I and II

Understanding Flood Hazard  
Determinations and Insurance

Appraising the Collateral

Closing the Real Estate Loan

Post Closing and Quality Control

Compliance Overview: UDAAP,  
HMDA, AML, REG Z, HPML, etc.

Final Exam

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8:45 to 9:00am, registration & networking  
Prompt start 9:00am to 12:00noon

New Hampshire Housing  
32 Constitution Drive, East Entrance  
Bedford, New Hampshire 03110

6 Garvins Falls Road #106  
Concord, NH 03301



# Principles of Mortgage Banking I

Next session  
Sept 12, 2017 to Nov 14, 2017  
Meets on Tuesday

Advanced - Principles II  
Tuesdays, January 9 thru February 13, 2018

