

Residential Real Estate

Lending Institute



Presented by
CBAI



March 19-21,
2012

CBAI
Headquarters,
Springfield



This three-day institute provides a solid foundation for producing a quality mortgage portfolio:

- *stronger underwriting
- *more efficient processing and servicing
- *improved customer service



Residential Real Estate Lending Institute

This three-day mini-institute provides the real-estate lending professional with a solid foundation for managing and producing a quality mortgage portfolio. This hands-on institute includes exercises in buying and selling mortgages in the secondary markets, a visit to a construction site, and analysis of the tax return of a self-employed borrower. The institute's objective is to assist the participants in three areas: improved customer service, more efficient processing and servicing, and stronger underwriting. All of these should result in increased earnings from the mortgage portfolio. The "new" underwriting findings are also discussed.

"I've been in banking six years and in lending six months. For a new loan officer, this institute is a must. All of the information in the manual will be a great tool for learning when I return to the bank and share with other officers."

Jeff Grimmett,
AVP/Cashier
Wemple State Bank,
Waverly

"I always enjoy seminars put on by Dave Kemp. His knowledge is very helpful in understanding the subject matter."

Andrew Slotter,
Loan Processor
State Bank of Speer

"The appraisal process was thorough and in-depth."

Warren Smith,
Retail Sales Manager
Royal Savings Bank,
Chicago

Key Topics

Loan Application & Interviewing

- Verifying Income
- Verifying Debt Level
- Gift Letters
- Verifying Assets

Secondary Mortgage Market

- Pricing Loans & Portfolios
- Fannie Mae Sales
- Private Mortgage Insurance

Lending to Self-Employed Borrowers

- Analyzing Tax Returns
- Analyzing Personal Financial Statements
- Various Legal Structures

Underwriting

- Debt Ratios
- Mitigating Factors
- Conditional Approvals
- Automated Underwriting

Closing Documentation

- Closing Instructions
- Document Uses
 - Deeds
 - Contracts
 - Notes
 - Line Positions

Regulatory Compliance

- RESPA
 - Good Faith Estimate Form
 - HUD-1 Settlement Statement Form
- REG-Z
 - Rules
 - Higher Priced Mortgage Loan
 - Requirements
- Updated Flood Disaster Protection Act

Construction Financing & Site Visit

- Draw Schedule
- Reviewing Builders' Financial Statements
- General Economic-Risk Factors

Loan Originations

- Setting up Referral Networks
- Sales-Management Tools
- Bank-Sponsored Sales Events

Appraisals

- Role of the Reviewer
- Selection of Appraisers
- The Uniform Residential Appraisal Report
- The Three Approaches To Determining Value
 - Cost Approach
 - Income Approach
 - Sales-Comparison Analysis
- Red Flags To Look for on the Appraisal

Loan Processing

- Reoccurring Process Issues
 - Compliance Issues
 - Document Deficiencies
 - Underwriting Deficiencies
 - Closing Problems
 - Solutions
- Underwriting Appraisals



Meet Your Faculty

The faculty, comprised of bankers and consultants, is recognized for its knowledge and expertise. All have the credentials and teaching skills to generate superior results. Every effort has been made to adapt the Institute's curriculum to the unique characteristics of Illinois. Faculty members are familiar with Illinois law and will utilize Illinois forms and documents.

David Kemp, founder and president of Bankers Management Inc., a financial management consulting and training firm in College Park, Georgia, heads the distinguished faculty. Prior to founding The Management Group, Inc., Kemp was vice president and director of credit services for Cannon Financial Institute, a nationally recognized training company located in Athens, Georgia. He has 20 years' experience in bank management in many areas of credit administration and new-business development. Kemp was vice president of corporate finance for Citicorp North America, and branch manager and commercial lender for the former First National Bank of Atlanta and Citizens and Southern National Bank. He also serves as visiting professor and guest lecturer to schools, colleges, and universities, including The Community Bankers School, (formerly The Midwest School for Community Bankers), sponsored by CBAI.

Bill Elliott is a senior consultant with Young & Associates of Kent, OH, a nationally recognized compliance consulting firm for community banks. Elliott has 24 years of banking experience, including 16 years of experience as a compliance and CRA officer. He is a lender for consumer, commercial, and mortgage loans, and has managed the loan review, loan processing, loan administration, credit administration, and collections functions. Elliott also conducts compliance reviews for all areas of compliance and writes compliance articles and training materials.

What Others Have Said:

"I could have listened to Dave speak for three more days! This is a great program and I would recommend anyone in lending to take advantage of the knowledgeable speakers."

Kayla Wilson, Loan Processor
State Bank of Lincoln

"I thoroughly enjoy listening to Dave. I feel like I learn and retain so much from him."

Tiffany Stalter, Assistant Vice President
Fisher National Bank

Institute Notes

Teaching Methods — CBAI's Residential Real Estate Institute focuses on the why's and how's of the lending function. Lecture, role play, case studies, site visits, and other teaching methods are utilized to keep learning at its highest and participants fully engaged. All lending cases discussed are gathered from the files of community banks and reflect real loan situations. ***An HP12C calculator must be brought to each class so that attendees can work through the mathematics of the loan cases.***

Housing — A block of rooms has been reserved at the Baymont Hotel, 5871 South Sixth Street, Springfield. To obtain accommodations, call 217/529-6655. Please indicate you are a CBAI member to obtain the special rate of \$63 plus tax for singles or doubles.

Institute Facilities and Tuition — Classes are conducted in the CBAI Education Center at the CBAI Headquarters, 901 Community Drive, Springfield, IL; 217/529-2265. A light breakfast and lunch are provided each day. Dinner is provided at an area restaurant on Tuesday evening. Tuition is \$635 for CBAI members and \$1075 for non-members. Payment must accompany the completed registration form unless other arrangements have been made. A \$100 cancellation fee is assessed after March 12, 2012.

Certificate of Completion — To demonstrate successful completion of CBAI's Residential Real Estate Lending Institute, each attendee receives a plaque for display.

Schedule

	Monday	Tuesday	Wednesday
8 a.m.	Continental Breakfast & Registration	Continental Breakfast	Continental Breakfast
9 a.m.	Regulatory Compliance Bill Elliott	Lending to Self-Employed Borrowers Dave Kemp	How To Analyze Appraisals David Kemp
10 a.m.		Underwriting	Loan Processing Speaker TBA
11 a.m.			
12 a.m.	Lunch	Lunch	Lunch
1 p.m.	Regulatory Compliance	Construction Financing & Site Visit Dave Kemp	Loan Processing
2 p.m.	Secondary Mortgage Market Dave Kemp		Conclusion & Review
3 p.m.			
4 p.m.	Loan Applications & Interviewing Dave Kemp	Loan Origination Dave Kemp	Exam
5 p.m.			Adjournment
	Class Dinner	Dinner on Your Own	

"The entire institute was very informative. Dave is a wonderful speaker, with lots of knowledge on the subjects, and he makes them interesting."

Nina Casner,
Lending Assistant
First National Bank
of Nokomis

"I really liked the analysis of tax return and appraisal review. Dave is a very good instructor."

Tammy Johnston,
Mortgage Loan Officer
First National Bank
of Carmi

This three-day seminar provides 18 hours of credit toward the prestigious Certified Community Lender designation

CBAI is a registered Public Accounting Continuing Education provider. This institute qualifies for 18 hours of continuing education credit.



"This institute covered a wide range of loan processes. Overall, it was a very thorough program."

Wade Turner, AVP
Wemple State Bank,
Waverly



Community
Bankers
Association
of Illinois®

Residential Real Estate Lending Institute Registration Form CBAI Headquarters, Springfield March 19-21, 2012

Name/Title: _____

Bank: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

I have special needs; please contact me before the seminar.

Please send me via e-mail information regarding CBAI lending seminars and institutes.

Education Background (Check highest level):

- High School Graduate
 Associate Degree
 College Graduate

Other banking schools attended, if any:

- The Community Bankers School, sponsored by CBAI
 Other

Professional Experience:

Years of experience (as of Institute date) _____

Years of residential real estate lending (as of Institute date) _____

Your current position in the bank _____

Please select your payment method.

- Check Enclosed Check in Mail Pay at Door Credit Card*

**If you are paying by credit card, please fill out the following information. (Visa and MasterCard accepted).*

Name as It Reads on Card _____ Card Number _____

Company Name on Card _____ Expiration Date _____

Billing Address of Card _____



Mail it in:
CBAI Education Department
901 Community Drive
Springfield, IL 62703-5184



Fax it in:
(217) 585-8738



Call it in:
(800) 736-2224 (Illinois only)



Click it in:
www.cbai.com