

# Residential Real Estate Lending Institute



March 28-30, 2017  
SHAZAM Education Center  
CBAI Headquarters  
Springfield, IL

# 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.

*"This is one of the best seminars I have attended in my 31 years in banking."*

Donna Stephenich,  
BSA Officer  
H.F. Gehant Banking  
Company, Inc.,  
West Brooklyn

*"I enjoyed seeing the construction site. It helped get values that are relevant to lending. I really enjoyed the experience and education that will help further my career."*

Reid Clary,  
Commercial/Ag  
Loan Officer  
North Central Bank,  
Hennepin

*"I enjoyed the conference and felt like I learned a lot of new information."*

Beth Davis, Loan Officer  
First National Bank  
of Beardstown

## Key Topics

### 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

### 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

### 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, GA, 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, sponsored by CBAI.



Kemp

**Aaron Lewis** is a consultant in the lending division of Young and Associates, Inc. As a consultant, Lewis assists client banks by performing loan review. In addition to loan review, he has performed reviews in lending compliance and quality control. Prior to joining Young and Associates, Inc., he was employed by a community bank in southeast Michigan for 11 years. While at the bank, he worked his way through various facets of the operation from front-line customer service to branch management and finally as vice president, credit administrator. He has secondary market, compliance, and asset quality experience. Lewis holds a B.A. in finance from Michigan State University, East Lansing, and graduated from the Graduate School of Banking, University of Wisconsin, Madison.

## What Others Have Said:

*"The conference covered materials pertaining to the entire loan process. Both speakers were excellent and kept us involved. This was a great conference with insightful speakers."*  
Ryan Van Dolah  
MidAmerica National Bank, Canton

*"What I liked best about the institute was coverage of the tax returns and schedules, and underwriting refreshers. I really enjoyed this institute. Dave's expertise on the subject is great and his delivery is well thought out. I learned a lot."*  
Keri Fox, Loan Officer  
Havana 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 SHAZAM 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 Monday evening. Tuition is \$685 for CBAI members and \$1,285 for non-members. Payment must accompany the completed registration form unless other arrangements have been made. A \$100 cancellation fee is assessed after March 21, 2017.

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

# Schedule

Tuesday	Wednesday	Thursday
Continental Breakfast & Registration	Continental Breakfast	Continental Breakfast
Regulatory Compliance Aaron Lewis	Underwriting Dave Kemp	How To Analyze Appraisals David Kemp
Loan Applications & Interviewing Dave Kemp	Construction Financing & Site Visit Dave Kemp	Loan Processing Dave Kemp
Secondary Mortgage Market Dave Kemp	Loan Origination Dave Kemp	Loan Processing
Lending to Self-Employed Borrowers Dave Kemp		Conclusion & Review
Class Dinner	Dinner on Your Own	Exam
		Adjournment

*"I loved David Kemp. I was impressed with how he can keep the class interesting throughout the day."*

Elecia Lindenmier,  
Loan Officer  
Peru Federal Savings Bank

*"I enjoyed walking through the interview process on what types of questions to ask the borrower. I also enjoyed the construction visit and going through the tax return."*

Michael Fehrenbacher,  
Auditor/Underwriter  
TrustBank, Olney

*"I feel like I am leaving with a better knowledge of real estate as a whole."*

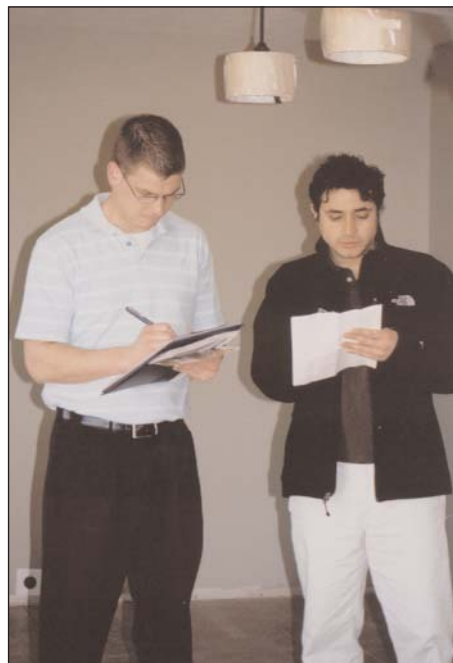
Allison Lowry,  
Underwriting  
First Robinson Savings Bank, N.A.

*"Dave is an excellent speaker and teacher who uses entertaining illustrations to teach crucial lending lessons."*

Michael Hickox,  
Assistant Loan Officer  
First Neighbor Bank, N.A., Toledo

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.





# Residential Real Estate Lending Institute

## Registration Form

### CBAI Headquarters, Springfield

### March 28-30, 2017

Name/Title: \_\_\_\_\_

Bank: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(E-mail address required for registration).

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 \_\_\_\_\_

Three-Digit Security Code \_\_\_\_\_



Click it in:  
[www.cbai.com](http://www.cbai.com)



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)