

1. Make a list of some typical documentation you would request from a loan applicant and/or the verifications you would perform.

I would do the following verifications: Requests for Verification of Employment (VOE) and Requests of Verification of Deposit (VOD). I would request the following: Tax return transcripts issued by the IRS, IRS W-2 forms, Payroll statements, Financial institution records, Employer records, Records from a federal, state, or local government entity stating the consumer's income from benefits or entitlements, Receipts from a check cashing service or funds transfer service.

2. Make a list of at least three items that are important to double check before submitting a loan application to underwriting.

Review the appraisal for errors, make sure file is complete with back up to what is stated on the URLA, check for accuracy of data, check accuracy of all calculations including income and loan amounts.

3. List at least two things you would be sure to tell a borrower in preparation for closing.

The services of a mortgage broker or loan originator should include full disclosure and discussion of all fees and obligations with the borrower. One of the goals of the Loan Estimate is to facilitate a loan applicant's understanding of the costs of a lending transactions. Loan originators should remind loan applicants that the disclosure is for their benefit and encourage them to read it and to ask for an explanation of fees and costs that they do not understand.

4. List at least three calculations that are typically used during the course of a mortgage loan transaction.

Income calculations, LTV Ratios, Down payment, periodic interest, per diem and Debt-to-Income calculations.