

San Bernardino Valley College
Course Outline for REALST 103
Computerized Real Estate Loan Processing

I. CATALOG DESCRIPTION:

REALST 103: Computerized Real Estate Loan Processing
2 hours lecture and 2 hours of lab =3 units

An introduction to computerized loan processing software in the field of real estate loans. This course is designed for mortgage originators, processors, and other mortgage professionals. Topics include working with loan files, amortization schedules, loan application processing, compliance, preparing good faith estimates, government forms, and processing various types of loan packages.
Prerequisites: None.

Departmental Recommendation: REALST 100 and REALST 101

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One.

III. EXPECTED OUTCOME FOR THE STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. Critically evaluate the pre-qualification of Sub-prime, Jumbo, Second, FHA, and VA mortgages on the computer;
- B. Analyze the validity of loan products as applied to individual borrowers;
- C. Create the verifying documentation that is needed to process the different types of loan packages;
- D. Process loans complying to the Equal Credit Opportunity Act and the Fair Credit Act;
- E. Prepare FHA, VA, conforming, and non-conforming loan products.

IV. CONTENT:

- A. Computers
- B. Working with various loan files
- C. Amortization Schedule: Input, comparison, and printing
- D. Loan Application: Data entry of mortgage, property information, borrower information, employment information, income, assets & liabilities, schedule of real estate owned, transaction, declarations, and government monitoring

- E. Compliance: Preparing the Good Faith Estimate and Truth in Lending Disclosures
- F. Government Forms: Preparing all FHA forms that are required by HUD, i.e., VOM, VOR, VOL, VOD, VOE, 92900 "A," 92900 "B," energy efficient mortgage disclosures, ARM disclosures and right to Financial Privacy Act
- G. How to apply to and comply with the Equal Credit Opportunity Act and the Fair Credit Act
- H. Forms and Documentation: Evaluating and preparing the forms and reports that can be generated to track the progress of a loan file

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstrations
- C. Role playing
- D. Project
- E. Computerized assignments

VI. TYPICAL ASSIGNMENTS:

- A. Data entry of a complete loan file; prepare the various forms and reports required to complete a transaction.
- B. Calculate the Good Faith Estimate cost of a particular loan.
- C. Outline the steps involved in processing a government loan and the data entry procedure for each step.

VII. EVALUATION:

- A. Methods of Evaluation
 - 1. Graded assignments
 - 2. Role playing
 - 3. Objective and Essay Examinations (midterm, final)

Fill in the blanks:

Sample:

What are the five steps in preparing an amortization schedule?

- 1. _____
- 2. _____
- 3. _____

- 4. _____

5. _____

Essay

Sample:

Why is keeping an up-to-date complete conversation log so important?

B. Frequency of evaluation

1. Ten assignments
2. One midterm examination
3. One final examination

VIII. TYPICAL TEXTS:

Clauretie, Terrence M. and G. Stacy Sirmans. Real Estate Finance: Theory and Practice, Third Edition. New Jersey: Prentice Hall, 1998.

Dennis, Marshall W. and Michael J. Robertson. Residential Mortgage Lending, Fourth Edition. New Jersey: Prentice-Hall, 1994.

Major, John B. and Fung-Shine Pan. Contemporary Real Estate Finance, New Jersey: Prentice-Hall, 1998.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS:

Financial Calculator

Three to five 1.44 floppy disks