

CONTINENTAL COMMUNITIES JOB DESCRIPTION MORTGAGE LOAN ORIGINATOR

General Description:

The MLO's primary duties will be to perform all the activities required to initiate, process, underwrite and originate manufactured home loans (chattel loans) for homes located within our affiliated manufactured home communities. The MLO will also be responsible to set up and assist in servicing the manufactured home loans we originate.

Requirements:

- Current Federal NMLS Mortgage Loan Originator License
- Current NMLS Mortgage Loan Originator License for at least one state
- Ability and Willingness to apply for and receive licensing in all states in which we operate
- High School Diploma or GED
- Experience in manufactured home lending (preferred) OR at least 2 years of MLO experience
- Proficient with Microsoft Office products such as Word, Excel and Outlook

Responsibilities:

- Communicate with applicants, community managers (or sales agents), and loan processor throughout the loan application process to provide loan information and answer questions
- Receive loan applications and prepare and provide initial required disclosures to applicants
- Ensure all required documents and disclosures are provided to applicants throughout the loan application process
- Work with loan processor, applicants, and community managers (or sales agents) to gather required documentation for a loan application file
- Review loan application file including an applicant's financial records and credit to determine qualification for credit approval
- Discuss with applicants any file discrepancies or conditions that prevent credit approval and help to resolve, if possible
- Follow all company policies and procedures and follow all underwriting guidelines
- Issue credit decisions to applicants
- Communicate with community managers (or sales agents) and applicants to set up closing appointments
- Prepare the closing package for closing appointments
- Receive and review all completed loan application documents including the closing package to ensure documents were properly executed
- Set up newly closed loans in our loan servicing system
- Process closing payments and complete journal entries required to set up newly closed loans in our accounting system
- Comply with all applicable laws and regulations with regard to mortgage lending

- Assist in preparing and filing required reports on a monthly, quarterly, and annual basis
- Prepare records and additional reports as required
- Assist with special projects when needed
- Learn other aspects of the loan servicing duties to help cover for employees during times of vacation, days off, or times of heavy volume.
- Filing, scanning and helping maintaining loan files
- Maintain good relations with applicants, customers, community managers, and other office staff
- Assist with other duties as needed:
- Provide assistance and support to the operations of the property management division as needed
- Complete required annual education to maintain MLO licensing in each of the states in which we operate
- Proactively assist lending company and property management company in achieving its goals.
- Assist company in staying current in changes to the mortgage lending regulatory environment.
- Work with community managers to help service customers in other capacities as needed

Required Skills:

- Good organizational skills and the ability to stay organized in a high-energy environment.
- Excellent customer service skills and interpersonal skills
- The ability to communicate professionally, courteously, and empathetically through phone, mail, and email methods
- The ability to work independently and be a self-starter
- The ability to handle problems professionally and be a problem solver
- The ability to consistently prioritize assignments
- Be Detail oriented
- Be responsible, dependable, and punctual
- Be adaptable in a changing environment

Mortgage Originator is a Fulltime Salaried Position, work based from our corporate office in Oak Brook, IL

Reports to: Vice President of Finance

Working Hours: 9:00 A.M. – 5:00 P.M.