



**SELF-PACED
E-LEARNING**

**4-6
HOURS**

Loan Documentation

Identify the correct documents required for a consumer or business loan

OVERVIEW

An organization's ability to collect on a loan could depend on the accuracy and completeness of the loan documents. In this course, your team will gain the knowledge and skills they need to improve their understanding of the purpose and effect of each loan document and deliver accurate loan documentation.

WHO SHOULD ENROLL

Anyone whose work includes completing, explaining, or auditing loan documents for consumer or commercial loans, including lenders, loan documentation specialists, and auditors.

RESULTS AND BUSINESS BENEFITS

Upon completion, participants will be able to:

- Identify the signers required for a loan, and the form their signatures must take
- Recognize the content, purpose, and effect of common loan documents
- Explain the concept of attaching and perfecting a security interest in collateral
- Understand common defects in loan documentation
- Evaluate the purpose and recognize the value of a lien search, title search, and title insurance
- Identify the documents required for various types of consumer, business, and commercial real estate loans

LEARNING MODULES

1

Loan
Documentation
Part 1

2

Loan
Documentation
Part 2



E-LEARNING BY OMEGA PERFORMANCE

Omega Performance E-Learning courses, accessible online at any time, are developed to be highly interactive—maintaining high learner interest that enhances understanding and application of the material. Concepts are presented in conjunction with related definitions, explanations, formulas, and real-world examples to ensure that individuals of all learning styles find the subject matter accessible and user-friendly.



Learning Module Descriptions

1 LOAN DOCUMENTATION PART 1

- Recognize correct signature formatting and distinguish between authorized and unauthorized signers
- Identify and explain the purpose, effect and use of each of the following documents:
 - Promissory note
 - Borrowing resolution
 - Disclosure agreement
 - Proposal and commitment letters
 - Loan agreement
 - Guaranty agreement
 - Security agreement
 - UCC filings
 - Landlord waiver
- Identify the process for perfecting security interests in common types of collateral
- Understand why the correct primary, supporting, and specialized documents are essential to collect a loan

2 LOAN DOCUMENTATION PART 2

- Identify which documents are required at various points in the home equity, commercial real estate, or construction loan transaction
- Recognize the purpose and value of title searches and title insurance
- Understand the information in a title search (exceptions, restrictions on use, senior claims to title, signature requirements, perfection requirements)
- Differentiate between a mortgage and a deed of trust
- Identify the documents used to verify and protect the collateral:
 - Appraisal
 - Survey
 - Title opinion/policy
 - Flood zone determination
 - Insurance
 - Environmental survey
 - Copies of leases
 - Assignment of leases
- Determine which documents are needed to close, perfect liens, and monitor real estate loans
- Describe the administrative procedures and documents used in construction lending

FIND OUT MORE ABOUT OMEGA PERFORMANCE TRAINING

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