

## Mortgage Vintage, Inc. – Career Opening (Available Sept. 2012)

<b>Mortgage Vintage, Inc. Description</b>	<b>Provides fast and professional Private Money Loans and Trust Deed Investments</b>
<b>Job Title:</b>	<b>Private Money Loan Processor +</b>
<b>Position Type :</b>	1099 or Employee
<b>Time Commitment: 25-30 hours per week (35% of these hours can be worked remotely)</b>	
<p><b>Job Description:</b></p> <p>The Mortgage Loan Processor is responsible for verifying, sorting and compiling data relevant to loan origination, loan applications, loan processing, underwriting, lender sales and servicing. The Company is looking for a committed, energetic, experienced in mortgage/hard money loans and enthusiastic learner.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Completing, verifying, compiling and inputting financial data on loan applications using Calyx Point. Use loan conditions in the Calyx Banker functionality and generate reports using Point. Must have previous Calyx Point experience.</li> <li>• Loan Document generation using DocMagic</li> <li>• Loan Origination, loan production, post closing, servicing and loan sale tracking using Calyx Point             <ul style="list-style-type: none"> <li>○ Run Credit through Calyx Point and analyze Credit Report</li> </ul> </li> <li>• Loan Production Processing             <ul style="list-style-type: none"> <li>○ Works with Borrower, Broker, Title and Escrow to satisfy underwriting conditions</li> <li>○ Conditions management</li> <li>○ Emails/communications to borrowers and brokers tracking required items</li> </ul> </li> <li>• Process and Track Post Closing using Calyx Point             <ul style="list-style-type: none"> <li>○ Title Policy Endorsements</li> <li>○ Title Policies</li> <li>○ Homeowners Insurance Evidence of and Loss Payee</li> <li>○ 2<sup>nd</sup> Trust Deed Request for Notices, 1<sup>st</sup> TD payment tracking</li> </ul> </li> <li>• Loan Sale Processing             <ul style="list-style-type: none"> <li>○ Assembling and arranging for signature on Lender documents</li> </ul> </li> <li>• FCI Servicing setup for Loans and Assignments</li> <li>• Process incoming documentation including Recorded Trust Deeds, Insurance Policies</li> </ul> <p><b>Skills/Qualifications:</b></p> <p>Loan Processing experience, Reporting Skills, Consistent and Clear Communication skills throughout Mortgage Documentation process, proficient in MS Excel, Outlook, Word, Calyx Point, DocMagic, Word, Adobe Acrobat. Process improvement capabilities, positive attitude, telecommuting knowledge, IT savvy, Private Money and mortgage lending understanding. NMLS , Notary and DRE licenses a plus.</p> <p><b>Compensation:</b></p> <p>\$20-\$40/hour depending on qualifications. The position could lead into a full-time position if the person can increase business volume and efficiency. Many growth opportunities within this fast, complete and professional private money company.</p>	