FHA Multifamily Underwriter Program

MBA Education’s popular FHA Multifamily Underwriter Training Program is the most extensive and rigorous curriculum of its kind. It is designed to set the standard for skills required by multifamily underwriters in the field of FHA lending.
The FHA Multifamily Underwriting Training Program was developed in consultation with HUD’s Office of Multifamily Programs and expert teams of MAP Lenders, engineers, appraisers, and attorneys. At the end of this comprehensive course, participants can demonstrate mastery of knowledge, skills and abilities expected of HUD-approved MAP underwriters.

**PROGRAM OBJECTIVE**
At the end of this comprehensive course, participants can demonstrate mastery of knowledge, skills and abilities expected of HUD underwriters.

**PROGRAM FORMAT**
This course is offered via a blended format, combining the flexibility and ease of web-based study and the impact and collaboration of in-person training.

**TIME COMMITMENT OVERVIEW**
- In-person kickoff in Washington, D.C. (January 13-14)
- Twice-weekly two-hour live webinars (Tuesdays and Fridays) 1:00 PM–3:00 PM EST
- Approximately five hours per week of self-study and assignment completion

**KEY FEATURES AND BUSINESS APPLICATIONS**
- The FHA Multifamily Underwriting Training Program was developed in consultation with HUD’s Office of Multifamily Programs and expert teams of MAP lenders, underwriters, engineers, appraisers and attorneys.
- Key business applications include:
  - Improved quality and accuracy in FHA multifamily underwriting
  - Improved processing times for FHA multifamily loans
  - Improved working relationships and consistency in decision-making by HUD staff and MAP lenders
  - Increased awareness and application of multifamily underwriting best practices
- Successful completion of this program requires submitting weekly homework assignments, passing graded mid-term and final exams and completing a final case study underwriter narrative.

**COURSES IN THIS PROGRAM**
- Borrower Organizational Structures and Identifying Active Principals and Controlling Participants
- Borrower Mortgage Credit Analysis and Financial Statement Analysis
- HUD Form Review
- Deriving Multifamily Income and Expenses
- Property Inspection
- CNA Report and CNA e-tool
- Environmental Analysis
- Market Survey and Analysis
- Appraisal Principles and Procedures
- Valuation Analysis
- Multifamily Lending Risk and Risk Mitigants
- Rate Lock and Securitization
- Loan Closing and Loan Documentation
**APPLICANT PROFILE**

Applicants must be employed by and approved to participate by a lender fully approved under HUD’s MAP Program or employed and approved to participate by HUD.

- Professionals must have some FHA multifamily underwriting experience in addition to overall real estate experience, and want to advance their careers and become approved to underwrite FHA multifamily programs
  + Loan analysts and senior loan analysts
  + Loan processors, junior underwriters, underwriter trainees and underwriters
  + HUD staff

**KEY**

- In-person Kickoff with Reception in Washington, DC
  - Breakfast and lunch included.
  - Travel and lodging not included.
  - Monday, January 13 at 1:00 PM–5:00 PM with reception afterward
  - Tuesday, January 14 at 8:00 AM–4:00 PM

- Twice-weekly Live Webinars
  - Every Tuesday and Friday from 1:00 PM–3:00 PM, ET

- Midterm Exam: March 27
- Retake: March 30
- Final Exam: June 26
- Retake: June 30

**HOW TO APPLY / APPLICATION DEADLINE**

Open enrollment: July 1–October 25, 2019

Selection notification: November 4, 2019

Tuition Deadlines: Due November 8, 2019

Non-refundable December 6

Complete and email the program application no later than October 25, 2019 to:

Danielle Jackson
Associate Director, Education Programming
Mortgage Bankers Association
Phone: (202) 557-2873
Email: djackson@mba.org

Participation in this program is through application. Refer to the second page of this flyer and the accompanying form for more details.
MBA’s FHA Multifamily Underwriter Training Program Application

Section I. Personal Information

Mr./Ms. First Name MI Last Name
Title
Company Member #
Company Address City State Zip
Phone Fax
Email

Section II. Work Experience

Please attach a copy of your resume inclusive of your current position description, education, honors, etc.

______ Years of full time multifamily experience _______ Months/years of FHA multifamily experience

Section III. Questions (Please limit your response to no more than 200 words per question)

On a separate sheet of paper, please answer the following questions.

1. Please describe why you want to enroll in the FHA Multifamily Underwriter Training Program and how you think it will help you in your current job.

2. Please describe any training you have had that relates to FHA multifamily underwriting.

3. Please rate your experience or skill with the items below, using the scale:
   1 = none, 2 = some, 3 = average, 4 = good, 5 = excellent:
   ____ FHA Forms ____ Financial Terms ____ Financial Statements ____ Operating, Rent Roll, NOI Calculations
   ____ Ability to Draw Conclusions from Site/Market Data

Please confirm your commitment to attend up to four hours per week of live and online attendance over the 25 week training program and to participate in approximately five additional hours per week of self study and assignment completion.

Section IV. President/CEO and Chief Underwriter Recommendation

Please attach a letter from your company President/CEO and Chief Underwriter or the equivalent, outlining why you should be accepted into the FHA Multifamily Underwriter Training Program. Please email or fax completed application package to (please attach photo if available):

Danielle Jackson
Training Coordinator Specialist
Mortgage Bankers Association
Phone: (202) 557-2873
Email: djackson@mba.org