



ALBCommercialCapital

**Commercial Loan
Processor**

Your first step towards making money

your source for multifamily & commercial lending

The **will** to win,
the **desire** to succeed,
the **urge** to reach your full potential...

these are the **keys** that will unlock the door to **excellence**.

-Confucius

CORPORATE HEADQUARTERS
2476 Lake Ave | Altadena CA 91001

Call Toll Free
800-510-2214

COMMERCIAL LOAN PROCESSOR FACT SHEET

ALBCommercialCapital is a premiere source for Income Property financing with loan amounts from \$500,000 to \$10,000,000+. As an Industry leader our continual growth is a result of the entrepreneurial atmosphere of our company, and we take pride in the fact that we have many opportunities for growth and development for those individuals who are driven to succeed. We offer a competitive compensation package. This position is a salary based pay rate. We expect our new hires to be prepared to learn and excel in the rewarding career of commercial finance.

Job Title	Commercial Loan Processor
Description	<p>The successful candidate will: (this is only a brief job description)</p> <ul style="list-style-type: none"> ▪ Performs the processing of mortgage loan files involving the verification of loan documents including income, credit appraisal and title insurance, rent rolls, property operating expenses, and packaging loans to lender requirements. ▪ Must be familiar with all required Ratios used by Lenders (DSCR, DTI, LTV, etc) ▪ Performs various administrative duties to complete these tasks (i.e. faxing, copying, filing, pipeline management and phone support, emailing). ▪ Provides clear communication and support to underwriting, loan officers and customers to release stipulations needed for mortgage loan files to ensure a quick turnaround time. ▪ Enter loan information into computer system using calyx point loan processing software, or other. ▪ Should possess knowledge and ability to use Microsoft word, excel, and power point, and very comfortable with the Internet web, and emailing of documents. ▪ Responsible for communicating directly to escrow company, title company, lenders processing team, underwriting and closing team. ▪ Prepare closing documents and arrange closings with loan officer and closing department.
Salary	Will be discussed in Interview
Paid Holidays	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, ½ day before Christmas, Christmas day
Working Hours	Monday- Friday 8:30-5:30 p.m. (When needed loan processor is expected to work overtime or come in on weekends if necessary. This would be at the convenience and at the discretion of the Loan Processor and her/his attempts to maintain the pipeline in service.)
Sick Days	A total of 3 paid sick days are granted each year. The days will not accumulate but start over each year.
Vacation Days	One week paid vacation is offered. Must have a minimum of 1 year work history and when vacation is planned it must be scheduled in advance.
Benefits	The health program if any shall be discussed further with the applicant in interview.
Summary	The job position that we are seeking to fill for Loan Processor carries much responsibility for our organization. Our multifamily and commercial lending unit is continuously growing in volume and as a result we are seeking a quick learner to our systems with processing experience to step in and help in the coordination of the loans.



EMPLOYMENT APPLICATION

Last Name First Name Middle Initial

Home Address

City State County Zip

Home Phone Number Work Phone Number

Social Security Number Date of Birth

Drivers License Number State

E-Mail Address

Have you ever been convicted of a crime, excluding misdemeanors/traffic violations? Yes No
If you indicated "Yes" above, please explain on a separate page (maximum of 250 characters).

MANAGER'S NOTES: (do not write in this box)

EDUCATION

High School Attended, City No. of Years GPA

Community College / University Attended, City No. of Years GPA

Community College / University Attended, City No. of Years GPA

Degrees received at above mentioned Community College / University

Graduate Institutions, Courses / Degrees

EMPLOYMENT HISTORY

(List Present or Most Recent Positions)

1

Name of Employer

Type of Business

Department

Your Position

Yrs Employed

Employer Address

City

State

Zip Code

Duties Performed:

Name of Immediate Supervisor

Position of Supervisor

Reason(s) for Leaving

2

Name of Employer

Type of Business

Department

Your Position

Yrs Employed

Employer Address

City

State

Zip Code

Duties Performed:

Name of Immediate Supervisor

Position of Supervisor

Reason(s) for Leaving

3

Name of Employer

Type of Business

Department

Your Position

Yrs Employed

Employer Address

City

State

Zip Code

Duties Performed:

Name of Immediate Supervisor

Position of Supervisor

Reason(s) for Leaving

REFERENCES minimum of 3 (three) (Do Not List Relatives or Former Employers)

1

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

2

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

3

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

OTHER APPLICABLE INFORMATION

Activities / Interests (Student, Professional, Community, etc.):

Special Talents / Skills (Typing, Short Hand, Computer Programs, etc.):

Additional Languages Spoken / Written / Read (Notate Fluency):

ADDITIONAL REMARKS

We at ALB Commercial Capital appreciate your interest in seeking employment with our company. Please feel free to make any additional remarks in the space provided below or submit any additional information that would be helpful in evaluating your qualifications.

AGREEMENT

(Read the Following Carefully and Affix Your Signature Thereafter)

I hereby certify that to the best of my knowledge and belief the answers given by myself to the foregoing questions and all statements made by myself in this application are correct.

If employed, I agree that all material created and produced (whether in written, graphic or broadcasting form) and all inventions (new or changes in progress) developed during my employment are the exclusive property of the company to use and/or sell. Subsequent to my employment with this company, I will not disclose, use or reveal any confidential information related to the company without first obtaining written consent from an officer of the company.

I hereby apply for employment upon the basis and understanding that such employment may be terminated at any time upon notice given to me personally or sent to my last known address.

I consent the company to obtain such personal and job related information as required in connection with this application to become an employee of ALB Commercial Capital

Signature of Applicant

Date

Print Name

Remember to include your Resume when submitting this application.

Fax to (626) 296-7771 or E-Mail to info@albcommercialcapital.com