



# Example of Mortgage Underwriter Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking to fill the role of mortgage underwriter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mortgage underwriter

- Act as the primary assessment for specific customer applications and decisions
- Review and underwrite first mortgage and tandem applications
- Assess individual's credit worthiness while balancing risk and BMO guidelines and standards
- Communicate underwriting decision
- Highest level of risk assessment
- Ability to restructure loans recommended for denial and present counter-offer which fully complies with guidelines at an acceptable level of risk
- Review Co-Op, CEMA and Bond Loans
- Analytical ability to consider consequences of Loan credit guidelines
- Ability to read and understand MI guidelines
- Communicates and coordinates necessary approval requirements and files status with appropriate persons (originator, processor, closers, Realtors, builders, ) Participates in implementing second review committee for denied loans

## Qualifications for mortgage underwriter

- Experience with FHA and VA highly preferred
- DE and/or LAPP/SAR designations preferred
- Two years of actual appraisal experience or formalized training from Institute

- Must have valid DE/CHUMS ID
- Review of credit reports for accuracy and red flags, appraisal review, calculation of DTI, income, assets and LTV/CLTV and other complex financial documents
- Accepts direction well