



Example of Mortgage Underwriter Job Description

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Our company is searching for experienced candidates for the position of mortgage underwriter. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mortgage underwriter

- Responsible for the accurate input of credit decisions into the LOS
- Clarify risk by requesting additional information when necessary
- Ability to work with multiple secondary investor guidelines
- Maintain loan submission register
- Supporting and guiding colleagues on all matters relating to the underwriting and completion of mortgages
- Continually improving the development of the Bank's mortgage proposition with customers and intermediaries
- Underwrites residential mortgage loans in accordance with Jumbo, FNMA, FHLMC guidelines and investor standards
- Performs pre-qualification assessment and analysis of financial condition and risk of financing requests by analyzing borrower profiles, credit reports, title reports, income documentation and assets, including complex business returns and financials
- Structure loans according to lender requirements and credit quality
- Review appraisals for accurate property valuation

Qualifications for mortgage underwriter

- At least 4 years of experience underwriting/knowledge of FNMA/FHLMC/FHA/VA programs and underwriting guidelines, those of other conventional investors, state/local bond programs and private mortgage insurers

- Three to five years of mortgage underwriting experience, including FHA, VA and HUD loans
- Thorough understanding of factors affecting real estate values and credit analysis
- Three years of underwriting or credit review
- Knowledge of valid documentation related to processing secondary mortgage applications (e.g., tax returns, financial statements and records, verification of income and deposits)