

## Loan Documentation

ACCURATELY DOCUMENT BUSINESS AND CONSUMER LOANS



DURATION

4 - 6 hours



DELIVERY CHANNEL

eLearning



Modules:

- 1 Loan Documentation, Part 1
- 2 Loan Documentation, Part 2

### COURSE OVERVIEW & BENEFITS

A financial institution's ability to collect on a loan can depend on the accuracy and completeness of the loan documents.

Loan Documentation (LD) prepares lenders to thoroughly and accurately evidence business and consumer loan transactions by teaching them to identify the authorized signer, collect the appropriate documentation, and properly execute subordination and security agreements.

This two-module eLearning course incorporates real-world examples to demonstrate the varying level of complexity involved in evidencing different types of loan transactions, including specialized loans.

In the first module, emphasis is placed on identifying who is authorized to sign on behalf of various types of businesses, understanding the purpose and components of core and supporting loan documents, and determining the documents necessary to attach, perfect, protect and gain access to collateral in secured transactions.

The second module focuses on the requirements associated with home equity loans and lines of credit and commercial real estate loans. Participants learn about the type of information contained in—among other documents—an appraisal, a survey, a title opinion and a title insurance policy.

As they explore commercial real estate loans, participants also learn about documents specifically related to construction loans, including payment and performance bonds, tri-party agreements, draw requests, final lien waivers and other pertinent documents.

### LEARNING OBJECTIVE

Build the skills and knowledge required to understand the purpose and effect of each loan document and deliver accurate loan documentation.

### COMPETENCIES GAINED

**Participants will be able to:**

- Identify the signers required for a loan, and the form their signatures must take
- Identify the documents required for various types of consumer, business and commercial real estate loans
- Recognize the content, purpose and effect of common loan documents, including promissory notes, borrowing resolutions, credit reports, proposal and commitment letters, and loan agreements
- Explain the concept of attaching and perfecting a security interest in collateral
- Understand common defects in loan documentation
- Evaluate the purpose and recognize the value of a lien search, title search and title insurance

### TARGET AUDIENCE

LD is suitable for anyone whose work includes completing, explaining or auditing loan documents for consumer or commercial loans, including lenders, loan documentation specialists and auditors.

Contact us for more information at: [elarning@moodys.com](mailto:elarning@moodys.com)