Loan Documentation for Loan Administration

Description: Loan Documentation is a critical component in lending. After the decision to make a loan has been made, the next step is the documentation and closing process. This part of the lending process is essential in order to avoid loan losses due to poor documentation. The purpose of this webinar is to provide participants with a good understanding of the five steps in loan documentation process.

Objectives of the Presentation

After completing this course the participant will:

- Recognize the documents required to complete the five steps in the documentation process
- Have a good working knowledge of the purpose of each document
- Be able to provide a broad overview of the loan documents’ provisions
- Know the rules of perfecting the security interest under the rules of Article 9 of the Uniform Commercial Code and Non-Article 9 rules
- Be exposed to some loan processing management techniques

Why Should you Attend:

Many community banks assign this important responsibility to Loan Officers and Loan Administrators. If not performed properly, poor documentation can cause loans to be adversely classified even if the underlying credit is sound or if the loan is performing as agreed.

This webinar will expose participants to five steps in the loan documentation process, which include:

- Identifying the Borrower
- Identifying and Documenting the Collateral
- Evidencing the Debt
- Attaching the Collateral
- Perfecting the Security Interest

Each of the five steps requires certain documents to accomplish their respective purpose. The participant will develop an understanding of each of these documents and know when to use them. The primary documents to be presented are as follows:

Documents required to identify borrower and establish authority
- Loan application
- Financial statements
- Credit memorandum
- Typical business structures
- Corporations
- Limited liability companies
- Corporate and partnership resolutions
- Opinion letters
- Certificates of good standing
- Articles of incorporation
- by-laws

Review legal definition of collateral types to avoid improper classification of collateral
- Review of collateral definitions
- Review of collateral valuation documents
- Documents to evidence the debt
- Commercial and consumer promissory notes
- Loan agreements
- Commitment letters

Documents to attach and support various types of collateral
- Security agreement
- Deed to secure debt
- Hypothecation agreement
- Guaranty agreement
- Subordination agreement
- Landlord's waiver
- Insurance policies

Documents required to perfect the security interest
- How to prepare and file uniform commercial code financing statement
- Review of other methods of collateral perfection

In addition to the topics above, a review of compliance documents required in a real estate secured loan will also be covered during this session.

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