

DACUM Research Chart for Real Estate Mortgage Broker

DACUM Panel Members

Robert Crandall
Senior Loan Officer
San Dollar Mortgage Service, Inc.

Trione DePinto
AVP/Account Executive
Bank of America

Bernard James
Owner
James Realty

Michael Pavlovsky
Owner/Broker
Inland Mortgage, Inc.

Nicky Deutsch-Strobel
Manager/Senior Loan Officer
Temecula Valley Bank, N.A.

Pat Whitney
Vice President/Sales Manager
Bank of America

DACUM Facilitator

Mike Weinberg
Grossmont College
El Cajon, CA

Produced by

G R O S S M O N T
C O L L E G E



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El Cajon, California 92020

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General Knowledge and Skills

Business; economic; local current events knowledge
Computer literate
Counting
General office skills
Interpersonal communication
Reading
Real estate practice/procedures
Sales
Self-motivation
Speaking/presentation skills
Time management
Writing

Worker Behaviors

Adaptable
Committed to working all hours
Compassion
Detail oriented
Efficient
Empathy
Flexibility
Honesty
Integrity – confidentiality
Self-motivated
Tactful

Able to meet deadlines
Able to work under pressure/stress
Aggressive/assertive
Multi-task
Non-judgmental
Organized
People oriented
Positive attitude
Sense of humor

Tools, Equipment, Supplies and Materials

Calculator	Bulletin board
Card holder	Cell phone
Computer	Computer programs
Copy machine	Day planner
Desk	Forms
Envelopes/stamps	In & out baskets
Fax machine	Library/reference
Files	Marketing materials
Folders	Office supplies
Mileage log	Rolodex
Pagers	Trans boxes
Paper	White out
Pens/pencils	Writing board
Telephone	

Future Trends and Concerns

All processes computerized
Economic changes with lenders
Electronic document delivery
Full-time professional job
Integrated Services-one-stop-shopping (i.e., escrow, title, credit, insurance, flood, etc.)
Real estate (DRE) mortgage license (with contract education)
Real Estate Broker/in-house lending
Salary job-regulated income
Total electronic underwriting
Web-based applications

1003	Loan Application
1008	Loan Transmittal
1040	Federal Tax Return
433	Real Property Document
442	Final Completion of Construction
4506	Request for Copy or Transcript of Tax Form
CIR	Completion Inspection Report
D/I	Debt To Income
FHA	Federal Housing Administration
FHLMC	Federal Home Loan Mortgage Corporation (Freddie Mac)
FICO Scores	Fair Issue Credit Organization
FNMA	Federal National Mortgage Association (Fannie Mae)
GFE	Good Faith Estimate
GRI	Graduate Real Estate Institute

Acronyms/Forms

HUD	Housing and Urban Development
LTV	Loan To Value
MCAW	Mortgage Credit Analysis Worksheet
MIP	Mortgage Insurance Premium
NOC	Notice of Completion
PMI	Private Mortgage Insurance
PTD	Prior To Documents
PTF	Prior To Funding
Ratios	Housing Expenses/Total Debts
RESPA	Real Estate Settlement Procedure Act
TIL	Truth In Lending
VA	Veterans Administration
VOD	Verification Of Deposit
VOE	Verification Of Employment
VOM	Verification Of Mortgage
YSP Broker Rebate	Yield Spread Premium (fee paid to broker by lender)