

SECOND REVIEW FORM

To reduce HMDA data errors and ensure that loan officers properly identify the action status of all loans, originated or not approved, First Mariner Bank (\$707 million), Baltimore, Md., developed the following form for use by its "second look" committee. Consultant Jack Rogers, Professional Bank Services, Louisville, Ky., praised the form. "It documents the entire decision process on one page," he says, "and doubles as a check on both HMDA and fair lending issues.

Part 1 – HMDA Information (To be completed by Mortgage Office)				
Applicant:		Ratios: /	Loan #:	
Loan Officer:		Branch:		Broker: <input type="checkbox"/> Yes <input type="checkbox"/> No (Broker:)
<input type="checkbox"/> Face to Face		<input type="checkbox"/> Received By Mail/Internet	<input type="checkbox"/> By Telephone	
		Credit Score: (B1)		(B2)
Product Type (on Prelim Screen): Conv / C/P / C/R / FHA / VA / Lot / 2 nd Mortgage				
Tracking Screen				
	Branch		Second Review	
Originated Date				
E* in Tracking Screen	Yes	NA	Yes	NA
*Exempt from HMDA		HMDA Screen		
Race	(B1)	(B2)	(B1)	(B2)
Sex	(B1)	(B2)	(B1)	(B2)
Income (Monthly)				
Loan Amount				
Term				
Loan Type	Conventional FHA VA		Conventional FHA VA	
Loan Purpose	Purchase, refinance or home improvement		Purchase or Refinance	
Property Address				
Census Tract Info	State / County / MSA # / Census Tract		State / County / MSA # / Census Tract	
Type of Purchaser				

Part 2 – Recommended Final Action		Part 3 – Fee Reconciliation		
Submitted By:		(Parts 2 and 3 To Be Completed By Mortgage Office)		
<input type="checkbox"/> Denied (Date:)		Fee Name	Amount Collected	Amount Charged
<input type="checkbox"/> Insufficient Income <input type="checkbox"/> Inadequate Collateral <input type="checkbox"/> Derogatory Credit History <input type="checkbox"/> Insufficient Credit History <input type="checkbox"/> Length of Employment <input type="checkbox"/> Unable to Verify Employment <input type="checkbox"/> Unable to Verify Assets <input type="checkbox"/> Incomplete Documentation, File Canceled <input type="checkbox"/> Other:				
		Credit Report Fee		
		Total		
<input type="checkbox"/> Approved Not Accepted (Date:)				
<input type="checkbox"/> Withdrawn (Date:)				
<input type="checkbox"/> Canceled for Incompleteness (Date:)				
<input type="checkbox"/> Originated (Date:)				
Comments:				

Part 4 – To Be Completed By Second Review Committee – Summary of Findings

Agree with above action

Change Final Action as noted above

Comments: _____

Agree with underwriting decision, but suggest a counteroffer:

Alternative loan product _____

Modify original loan request to _____

Suspend final action subject to receipt and review of the following conditions: _____

Second Review By: _____ Date: _____