

Loan Production Analyst / Senior Production Analyst

CBRE AFFORDABLE HOUSING is seeking a Loan Production Analyst in Seattle. Our team wants a high-performing, detail-oriented, client-facing self-starter who will efficiently analyze requests to finance multifamily affordable housing throughout the country. Candidates will have experience providing the highest level of client service in order to win repeat business. Candidates will have at least 2 years of current experience screening or underwriting multifamily housing loans for a Fannie Mae and/or Freddie Mac lender.

With sufficient dedication, experience, and results, this position can enable successful candidates to build the financial, organizational, interpersonal, and problem-solving skills needed to pursue various career paths at CBRE including Loan Originator, Executing Banker, Loan Underwriter as well as other opportunities within CBRE's Affordable Housing platform such as Investment Sales.

Qualifications:

- at least 2 years of experience underwriting or screening Fannie Mae, Freddie Mac, and/or FHA (HUD) loans for multifamily housing. Experience with affordable housing, including LIHTCs, Section 8, and/or bond financing is a plus. (The position title "Production Analyst" or "Senior Production Analyst" is based on experience.)
- Excellent Microsoft Excel skills and solid proficiency with other Microsoft Office Suite programs.
- Education: Bachelor's degree with major in Business, Finance, Accounting, or similar. An MBA or Masters in Finance is plus.
- Licenses: not required for this position.

Responsibilities:

- Rapidly analyzes the financial and non-financial aspects of multiple multifamily housing properties in order to create competitive loan proposals.
- Analyzes property financial statements such as operating statements, rent rolls, real estate tax bills, third party consultant reports (when available), and other due diligence to complete financial models, identify risks/mitigants, articulate conclusions, and make lending recommendations to supervisors.
- Obtains, analyzes, and presents sales comparables, rent comparables, and expense comparables to develop underwriting conclusions.
- Researches a variety of reliable sources to conclude and communicate the economic strengths and weaknesses of real estate markets throughout the U.S. where the subject properties are located.
- Analyzes existing loan documents to evaluate and confirm opportunities to refinance existing debt.
- Analyzes and communicates the pertinent affordable housing details of each transaction including regulatory agreements (LIHTC, bond, other), Section 8, real estate tax exemptions, and their impact on underwriting the proposed financing.
- Inspects subject properties, as needed, including lease files and units as well as rent comps and sales comps (some travel).
- Completes high-quality preliminary loan narratives that incorporate financial analysis, initial due diligence, and all other relevant information for review internally and by Fannie Mae, Freddie Mac, FHA, or other financial sources.
- Stays abreast of interest rates, loan products, Fannie/Freddie/FHA guidelines, and other updated information needed to provide internal and external clients with competitive results.
- Under the direction of Loan Producer, interfaces with clients to understand client needs and goals for each transaction and for their portfolios/businesses.

- Identifies and communicates to Loan Producer business opportunities from client information and CBRE data.
- Provides informal assistance such as technical guidance and/or training to coworkers and interns on specialty areas.
- Other duties as assigned.

Attributes:

- Highly motivated with a passionate, can-do attitude.
- Proven aptitude and skills for analyzing data, financial modeling, and clearly reporting results.
- Detail-oriented while understanding the big picture of a financial transaction and client relations.
- Ability to prioritize and handle multiple tasks efficiently with minimal to no errors.
- Able to work well in a team environment while producing stellar individual results.
- Takes ownership of and accountability for effectively completing projects/tasks on time.
- Excellent interpersonal and written communication skills.
- Ability to keep client and company information confidential.

Reports to: Deputy Chief Underwriter while providing timely financial analysis to Loan Producers/Originators.

Compensation: Depends on experience. Benefits are competitive within the industry, including health insurance and 401(k).

Location: downtown Seattle, Washington.

To Apply: *Please e-mail your resume and cover letter to Alex.Pedersen@cbre.com no later than August 1, 2017. No phone calls please. There will be a formal application process through CBRE, Inc.*

Background:

CBRE AFFORDABLE HOUSING's Debt and Structured Finance (DSF) team is the premier provider of multifamily affordable housing financing. Our fully integrated platform provides seamless direct access to the Fannie Mae, Freddie Mac, and FHA lending programs—giving clients a competitive advantage and certainty of execution. CBRE AFFORDABLE HOUSING is the only fully integrated Capital Markets group for multifamily affordable housing that includes investment sales, debt & structured finance, and investment banking all within one self-contained specialty practice. CBRE AFFORDABLE HOUSING is not only the #1 investment sales business in this market niche, but also one of the largest producers of Fannie Mae and Freddie Mac preservation financing.

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