



# Top Producing Loan Officer Program

## Fix Up Home Improvement Loan Program



### What is it?

The Minnesota Housing Top Producing Loan Officer Program for the Fix Up Home Improvement Loan Program recognizes individual loan officers based solely on the number of Fix Up home improvement loans closed and purchased in the previous calendar year. The number of loans needed to achieve the status of Top Producing Loan Officer varies from year to year and is based off a percentage of loan officers who closed at least one Fix Up loan during the calendar year, and the location of the loan officer's main branch (within the 11-county metro area or Greater Minnesota).



### How will I be recognized?

In addition to a certificate and thank you from our leadership, each year you make the list of Top Producing Loan Officers, you are eligible to receive **featured marketing opportunities**. The marketing kit may include options such as press releases, promotional social media or print media templates. You also get an individual listing on our online Lender Search, including your name, contact information and photo.



### How do I participate?

Recognition is based on the number of purchased loans\* a loan officer had in the loan commitment system in each calendar year. To make sure you receive credit for your Fix Up loans:

1. Ask your Web Administrator to set you up as a Loan Officer in the Minnesota Housing loan commitment system, if not already completed.
2. You then must claim your loan by selecting your name in the "Loan Officer" field in the loan commitment system.

Each spring Minnesota Housing staff reviews the production report from the previous calendar year and announces the Top Producing Loan Officers.

\*Purchase approval of a loan is a post-closing process that happens in the loan commitment system at your company after closing.



### Questions about the Top Producing Loan Officer Program?

Contact Business Development Representative, [Kirsten Partenheimer](#).



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The Minnesota Housing Top Producing Loan Officer Program recognizes individual loan officers based solely on the number of Fix Up loans produced in the designated area for the program on an annual basis. Designations are not intended as a formal referral or preference for individual loan officers and no financial or other measureable benefit is intended to be granted to loan officers on a preferential basis.

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