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Manual underwriting is a manual process (as opposed to an automated process) of evaluating your ability to repay a loan. Your lender assigns a person to review your application and supporting documents that demonstrate your ability to repay the loan (such as bank statements, pay stubs, and more). My husband and I agreed to help our grandson and his wife purchase a home. We were told we had to sign as co-borrowers either because our grandson had a low credit score or had not been with one employer long enough. Written By: Stacey Sprain, NAMP®-CALP Mortgage Loan Processor Job Description: The primary function of the Loan Processor is to ensure the timely and accurate packaging of all loans originated by our loan officers. Responsibilities include: Gather information and take HUD 4000.1 FHA Handbook Revised For FHA Loans. This BLOG On HUD 4000.1 FHA Handbook Revised For FHA Loans Was UPDATED On September 19th, 2018. What Is The HUD 4000.1 FHA Handbook?