



STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
**DIVISION OF MORTGAGE LENDING**

3300 West Sahara Avenue, Suite 285  
Las Vegas, NV 89102  
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[www.mld.nv.gov](http://www.mld.nv.gov)

TO: Mortgage Servicer and Supplemental Mortgage Servicer Licensees  
FROM: Division of Mortgage Lending  
SUBJECT: Annual Financial Statement Submission Requirements

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**Annual Financial Statements:**

Per NAC 645F adopted regulations section 25, a Nevada licensed mortgage servicer or supplemental mortgage servicer is required to submit an independently audited annual financial statement to the Commissioner not later than 90 days after the end of each fiscal year of the mortgage servicer ("FYE"). For example, if the licensee's FYE is December 31<sup>st</sup>, its financial statement is required to be submitted by March 30<sup>th</sup>. A late submission may result in disciplinary action.

Licensees are reminded that the financial statement must meet the following requirements:

1. Be dated not earlier than the last day of the fiscal year of the mortgage servicer or supplemental mortgage servicer;
2. Be prepared in accordance with generally accepted accounting principles; and
3. Demonstrate that the licensee meets the minimum net worth requirement of \$100,000.

**Address for Submission:**

All licensees registered with the Nationwide Mortgage Licensing System and Registry ("Registry") must submit their financial statement to the Commissioner through the Registry.

All licensees not required to be registered with the Registry must submit their financial statements directly to the Division at: State of Nevada, Division of Mortgage Lending {Attention: CPA}, 3300 West Sahara Avenue, Suite 285, Las Vegas, NV 89102, or via facsimile to (702) 486-0785.

**Requests for an Extension:**

The Commissioner may grant a reasonable extension for the submission of a financial statement if a licensee requests an extension before the date on which the financial statement is due. Please submit extension requests to the Division via email at [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov).