



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

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[www.mld.nv.gov](http://www.mld.nv.gov)

**INSTRUCTIONS FOR FILING MONTHLY ACTIVITY REPORT FORM**

**Effective November 1, 2017**

Pursuant to NRS 645B.080 and NRS 645E.350 mortgage brokers and mortgage bankers are required to file a Monthly Activity Report ("MAR") of all closed mortgage loan transactions. The required version of the Monthly Activity Report Form (MLD Form 503) is available on the Division's website, [www.mld.nv.gov](http://www.mld.nv.gov), under the [Industry Information](#) link for [Mortgage Brokers and Mortgage Agents](#) and under the link for [Mortgage Bankers](#).

MAR's must be submitted as an e-mail attachment to [marlv@mld.nv.gov](mailto:marlv@mld.nv.gov). The MAR must be submitted in Excel format (Excel 1997-2003) as the Division's database cannot accept a newer version and sent to the email address listed below. **Licensees may not submit their reports in any other format.**

The form has 3 worksheets with tabs named "Monthly Activity Report", "Addendum A" and "Delinquency Report".

**Monthly Activity Report tab:**

The heading information must contain:

- Your MLD License No. issued by the Nevada Division of Mortgage Lending. This is not your NMLS ID number.
- Your licensee name should be complete and match the name indicated on your Nevada license. If you use a Nevada DBA, you must enter the DBA name.
- Provide the complete address of the Main/Principal Office.
- Provide the name of the Compliance Contact person who will be knowledgeable about the information submitted on the MAR and available to answer questions.
- Provide the phone number of the listed Compliance Contact along with a current email address.
- Be sure to include the correct month and year of the report. The month should be the same as the funding dates of the loans listed.

The MAR provides explanations at the bottom of the form for each required data point and is write protected to prevent errors in data entry. **Please do not alter the formatting or formulas in any way.** Columns K-Collateral (10), L-Type of Loan (11), M-P=Purchase, R=Refi (12), N-O=Owner Occupied, I=Investor (13) and S-Amortization Type (18) include drop-down menus. Please choose the appropriate option from the menu.

Closed mortgage loan transactions must be represented on **one** MAR for all branches, by branch, clearly identifying their NMLS Branch identification number. If the mortgage broker or mortgage banker is not registered in NMLS, their branch address must be listed for reference. **Separate MAR's for each branch location will not be accepted.**

The MAR must be filed by the 15th of each month for the activity for the previous month. The MAR must accurately state all funded mortgage loan transactions or, in the event no loans were funded, state no loans were funded in the month. Please refer to the Notes at the bottom of the MAR for clarification as to how each column should be completed. If the licensee holds both a mortgage broker and mortgage banker license, separate MAR's must be provided.

If multiple investors fund a transaction, then the MAR must list all investors individually, as legally recorded, and include the percentage or dollar amount of each investor. An attached list may be used.

**Addendum A tab:**

**Mortgage Brokers Who Assign Beneficial Interests to Private Investors**

Mortgage brokers who arrange for the sale/assignment of beneficial interests in an existing note and deed of trust to private investors must report each such transaction monthly on an Addendum A, attached to the MAR. Licensees must still submit the standard MAR in addition to the Addendum A. Sale/assignments to secondary market institutional investors do not need to be reported. If no activity for Addendum A has occurred, please note "No Activity" on the worksheet.

**Delinquency Report for Private Investor Mortgage Loans tab:**

**Monthly report to Commissioner on delinquencies in payments and defaults and monthly notice to investors**

If a mortgage broker services loans arranged through his/her license on behalf of investors and the debtor/borrower has failed to make two or more consecutive payments in accordance with the terms of the loan, the mortgage broker must report the delinquencies to the Division and the investors in accordance with NRS 645B.260.

Email the MAR to: [MARLV@MLD.NV.GOV](mailto:MARLV@MLD.NV.GOV)