



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

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INSTRUCTIONS FOR FILING MONTHLY ACTIVITY REPORT FORM

Effective August 1, 2016

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. MAR's must be submitted as an e-mail attachment 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 MAR has been updated to provide explanations 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 on 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 closed mortgage loan transactions or, in the event no loans were closed, state no loans were closed 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.

The revised Monthly Activity Report Form (MLD Form 503 Rev. 8/1/16) is available on the Division's website, www.mld.nv.gov, under the [Industry Information](#) link for [Mortgage Brokers and Mortgage Agents](#) and under the link for [Mortgage Bankers](#).

E-mail the MAR to: MARLV@MLD.NV.GOV

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. The Addendum A is attached to the MAR on the Division's website.

Mortgage Brokers Who Service Loans

If a mortgage broker services loans made 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.