



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

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www.mld.nv.gov

INSTRUCTIONS FOR FILING MONTHLY ACTIVITY REPORT FORM

Effective January 1, 2014

Pursuant to NRS 645B.080 and NRS 645E.350 mortgage brokers and mortgage bankers are required to file a separate monthly report of all closed mortgage loan transactions for each license held with the Division, including non-originating offices. These reports 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.**

Closed mortgage loan transactions must be represented on one report, by branch, clearly identifying their NMLS Branch Identification number. If not on NMLS, their branch address must be listed for reference. **Licensees may not submit separate reports for each branch location.** The revised Monthly Activity Report Form (MLD Form 503 Rev. 5/1/2014) 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](#).

The report must be filed by the 15th of each month for the activity of the previous month. If no loans were arranged in that month, the report must state that fact. If the licensee holds both a mortgage broker and mortgage banker license at one location, separate reports must be provided.

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

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

Mortgage Brokers Who Assign Beneficial Interests to Non-Institutional Investors

Mortgage brokers who arrange for the sale/assignment of beneficial interests in an existing note and deed of trust to non-institutional investors/lenders must report each such transaction monthly on an Addendum A, attached to the Monthly Activity Report. Licensees must still submit the standard Monthly Activity Report Form 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 Monthly Activity Report Form on the Division's website.

Mortgage Brokers Who Service Loans

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.