



BRIAN SANDOVAL  
*Governor*

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
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BRUCE BRESLOW  
*Director*

CATHY SHEEHY  
*Commissioner*

TO: Mortgage Banker Licensees  
FROM: Division of Mortgage Lending  
SUBJECT: Annual Financial Statement Submission Requirements

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### **Annual Financial Statements:**

Per NRS 645E.360, a Nevada licensed mortgage banker is required to submit its annual financial statement to the Commissioner not later than 90 days after the last day of each fiscal year of the mortgage banker ("FYE"). For example, if a licensee's FYE is December 31<sup>st</sup>, their financial statement is required to be submitted by March 31<sup>st</sup>. Licensees are reminded that the financial statement must meet the following requirements:

1. Be prepared from the books and records of the mortgage banker by an independent certified public accountant who holds a license to practice in this State or in any other state that has not been revoked or suspended; and
2. Be dated not earlier than the last day of the fiscal year (FYE).

If a licensee is required to maintain a trust or escrow account pursuant to NRS 645E.430, the financial statement **must be audited**.

### **Financial Statement Submissions:**

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, Nevada 89102, or via facsimile to (702) 486-0785.

### **Requests for an Extension:**

Unless otherwise prohibited by the Registry, the Commissioner may grant a reasonable extension for the submission of a financial statement if a mortgage broker requests such 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).