



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING
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INSTRUCTIONS FOR FILING MONTHLY ACTIVITY REPORT FORM

Effective January 1, 2020

Pursuant to NRS 645B.080, mortgage companies 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, under the [Industry Information](#) link for [Mortgage Companies and Mortgage Loan Originators](#).

- The MAR must be submitted as an email attachment to marlv@mld.nv.gov.

The MAR must be submitted in Excel (.xlsx) format and sent to the email address listed below.

- **Licenses 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 for PI Loans*".

1. Monthly Activity Report tab:

The heading information must contain:

- Your MLD License Number 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**.**

For excel Columns: **K**-Collateral (10), **L**-Type of Loan (11), **M**-Purpose of Loan (12), **N**-Type of Occupancy (13), **S**-Amortization Type (18) and **U**-Insider Loan (20)

- **Please choose the appropriate option from the drop-down menus.**

Closed mortgage loan transactions must be represented on one (**1**) MAR form. The form should contain the mortgage loan transactions for all branches, identifying each branch location, and clearly identifying their NMLS Branch identification number. If the mortgage company is not registered in NMLS, their branch address must be listed for reference.

**** A separate MAR for each branch location will NOT be accepted. ****

- **The MAR must be filed by the 15th of each month for the activity from 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 that month. Please refer to the Notes at the bottom of the MAR for clarification as to how each column should be completed.

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.

2. Addendum A tab:

Mortgage Companies Who Assign Beneficial Interests to Private Investors

Mortgage companies 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.

3. Delinquency Report tab:

Mortgage Companies Who Service Loans

Per NAC 645B.070, if, on the last day of any month, a debtor has failed to make two or more consecutive payments in accordance with the terms of the loan, the mortgage company who is performing loan servicing, and maintaining any trust or escrow accounts from a debtor to repay a loan, shall file a delinquency report attached to the MAR.

- If no delinquencies are occurring, please note “No Activity” on the worksheet.

Email the MAR to: MARLV@MLD.NV.GOV