



JIM GIBBONS  
*Governor*

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
400 W. King Street, Suite 101  
Carson City, NV 89703  
(775) 684-7060 Fax (775) 684-7061  
[www.mld.nv.gov](http://www.mld.nv.gov)

DIANNE CORNWALL  
*Director*

JOSEPH L. WALTUCH  
*Commissioner*

## INSTRUCTIONS FOR FILING MONTHLY ACTIVITY REPORTING FORM

Mortgage brokers and mortgage bankers must file a separate monthly report of all closed retail transactions for each office and each license held with the Division, pursuant to NRS 645B.080 and NRS 645E.350. Effective January 1, 2007, these reports must be submitted as an e-mail attachment in Excel format and sent to the appropriate address listed below. The Monthly Activity Reporting Form (in Excel) is available on the Division's website, [www.mld.nv.gov](http://www.mld.nv.gov), under the Forms link.

If the licensee holds both a mortgage broker and mortgage banker license at one location, two reports must be provided. 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 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.

Links to these e-mail addresses may be found on the Division's website homepage.

**For a licensee's Southern Nevada office, use:**

E-mail: [MARLV@MLD.NV.GOV](mailto:MARLV@MLD.NV.GOV)

**For a licensee's Northern Nevada office, use:**

E-mail: [MARCC@MLD.NV.GOV](mailto:MARCC@MLD.NV.GOV)

### **Mortgage Brokers Who Assign Beneficial Interests to Non-Institutional Investors**

Mortgage brokers who arrange for the sale/assignments 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. Licensees must still submit the standard Monthly Activity Reporting 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 Reporting 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, then the mortgage broker must report the delinquencies to the Division and the investors in accordance with NRS 645B.260.