



# Illinois Department of Financial and Professional Regulation

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## Division of Banking

### INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT OF BROKERAGE ACTIVITY

#### IMPORTANT NOTICE

This State agency is requesting disclosure of information that is necessary to determine compliance with the Residential Mortgage License Act of 1987. Disclosure of this information is MANDATORY. Failure to provide the information could result in a fine or a licensing penalty under the Act.

#### GENERAL FILING INSTRUCTIONS

Residential mortgage licensees and certain other entities ("brokering entity) engaged in brokering Illinois residential mortgage loans must file an **Annual Report of Brokerage Activity** (38 IAC Section 1050.610 and 1050.640) and the correlating Attachments for the most recent full calendar year (January 1 through December 31). The report shall cover all Illinois residential mortgage loans brokered by the brokering entity during the calendar year. The Annual Report of Brokerage Activity must be filed by March 1<sup>st</sup> of the year following the calendar year reported on.

The Report shall contain the following information (*refer to accompanying Annual Report of Brokerage Activity example*):

- Names of all loan lenders that funded Illinois residential mortgage loans for the brokering entity. The list should include **ALL** loan lenders with whom a mortgage brokerage agreement was executed or with whom a verbal agreement was in place, *even if there were no loans funded by the loan lender during the calendar year.*
- Illinois residential mortgage license number, or City/State if exempt.
- Referenced lender code and attachment number reference (pages) related to each lender.
- Dollar amount of the loans brokered with the loan lenders.

The Attachment to the Report shall contain the following information (*refer to the accompanying Report of Brokerage Activity Attachment example*):

- Each Attachment page shall be separately numbered at the bottom right of the page. The Attachment page shall indicate the current Attachment page and the total number of Attachment pages.
- Provide the loan program name (or description of program if the loan program is unknown or unnamed). Each loan program per loan lender shall be listed separately and totaled.
- Provide the dollar amount of loans brokered under the specific loan program.
- Provide the total dollar amount of all loans brokered under all loan programs by each loan lender. The total dollar amount should correlate to the total dollar amount of loans brokered on the Annual Brokerage Activity Report page.

The "Attestation Affidavit" to the Report shall include the following information:

- Attestation to the aggregate dollar amount of loans funded during the calendar year.
- Attestation to the total dollar amount of all Illinois residential mortgage loan applications taken.
- Attestation to the total number of Illinois residential mortgage loans brokered to loan lenders for the above dated calendar year.
- Attestation to the total number of Illinois residential mortgage loans brokered to loan lenders for the above dated calendar year that resulted in a funded, closed loan.
- Attestation of total number of loan lenders whom loans were brokered to for the calendar year reported.
- Attestation of the total number of loan lenders with whom exists a correspondent agreement (verbal or written).

The "Annual Report of Brokerage Activity" should be filed and mailed to the Illinois Department of Financial and Professional Regulation, Division of Banking, Mortgage Banking Regulation, at the address listed at the bottom of this page.