

Mortgage Brokers Reporting Requirements and Due Dates

1. North Carolina Annual Report Questionnaire-

NC SAFE Act Annual Report Questionnaire (“ARQ”) should be submitted electronically via [the OCOB website](#) and is due annually by March 31st. The ARQ collects only North Carolina loan data from January 1 through December 31. Reference 04 NCAC 03M. 0401(a).

2. Verification of Deposit-

Brokers must provide certification ([Verification of Deposit form \(MLA-17\)](#)) from a FDIC-insured financial institution confirming that your company has maintained a demand deposit account with an average daily balance of \$10,000 or more from January 1 through December 31. The form must be completed and signed by both the Qualifying Individual and an authorized employee of the financial institution at which the demand deposit account is held. Once completed, the MLA-17 should be emailed to vdobbin@nccob.gov. Reference NCGS § 53-244.104(a)(3); 04 NCAC 03M .0205(a)(2).

2. Financial Statement-

Mortgage brokers are required to upload to the Nationwide Mortgage Licensing System (“NMLS”) a certified statement of financial condition that demonstrates a net worth of at least twenty-five thousand dollars (\$25,000). This report is due within 90 days after the company’s fiscal year end. Reference NCGS § 53-244.104(a)(3); 04 NCAC 03M .0401(b).

3. Mortgage Call Report-

All licensees must submit the NMLS Mortgage Call Reports (MCR) on a quarterly basis (based upon a calendar year). The information is due within 45 days of the end of each quarter. The MCR is designed to collect mortgage origination volume and financial information from the company. Reference NCGS § 53-244.115(d); 04 NCAC 03M .0401(d).

1 st Qtr end	March 31 st	REPORT DUE	May 15 th
2 nd Qtr end	June 30 th	REPORT DUE	Aug 14 th
3 rd Qtr end	Sept 30 th	REPORT DUE	Nov 14 th
4 th Qtr end	Dec 31 st	REPORT DUE	Feb 14 th

4. Quarterly Loan Level Data-

In addition to the NMLS Mortgage Call Report, North Carolina also collects loan level data from mortgage brokers. The licensee will submit information on the characteristics of loan originations in an electronic format, on a quarterly basis (based upon a calendar year), within 45 days after the close of each quarter. This information will be submitted through the [NCCOB Online website](#). Reference 04 NCAC 03M .0401(c).

Step-by-step instructions for you to successfully capture and upload quarterly NC mortgage loan level data are available upon logging into the NCCOB Online website. This quarterly loan level data is used for monitoring licensee compliance with state and federal laws and regulations on an ongoing basis with a focus on working with licensees to correct identified issues before they become severe.

Title 04 NCAC 03M .0401(c) requires mortgage brokers to provide loan level data if such information is prepared or known by the mortgage broker and the mortgage broker has reasonable access to the information in an electronic format. Mortgage brokers that do not meet these requirements are to submit a detailed written request for waiver to Vanessa Clark at vclark@nccob.gov, on an annual basis. For mortgage brokers that are granted a waiver from the requirements of 04 NCAC 03M .0401(c), the NCCOB will assess state and federal law compliance through our normal examination process.

If you have any questions regarding this matter please contact us at MARSSupport@nccob.gov. (“MARS” is the acronym we use here at NCCOB to refer to our Mortgage Automated Review System).

1 st Qtr end	March 31 st	REPORT DUE	May 15 th
2 nd Qtr end	June 30 th	REPORT DUE	Aug 14 th
3 rd Qtr end	Sept 30 th	REPORT DUE	Nov 14 th
4 th Qtr end	Dec 31 st	REPORT DUE	Feb 14 th