



Practice Worksheet for the Standard NMLS Mortgage Call Report – May 2011

This Practice Worksheet is designed to help users prepare for their first submission of the Standard NMLS Mortgage Call Report (Standard MCR), which is due May 15, 2011.

Who is the Practice Worksheet for?

Any company can use this worksheet. However, companies who are a Fannie Mae or Freddie Mac Approved Seller/Servicers or Ginnie Mae Issuers will have additional sections to complete which are not in this practice worksheet.

Why should I use the Practice Worksheet?

The Practice Worksheet is intended to help you gather all of the pieces of information you will need for the Standard MCR filing of Q1 (January 1 – March 31) 2011 data. If you are able to accurately fill out the worksheet provided, then in May you will simply have to log into NMLS and type in the numbers you put down on this worksheet. (You will NOT be able to attach this document. It is for practice only).

If your company holds licenses in multiple states (or territories) you will need to fill out a separate worksheet for each state.

What is in the Practice Worksheet?

The Practice Worksheet contains the following items:

1. Worksheet showing each section that will be completed on the Standard MCR in May 2011.
2. Line by line definitions which explain how to fill out each field in the worksheet.
3. Glossary of general terms.

Why doesn't the Practice Worksheet ask for Financial Condition information?

The Standard MCR contains two pieces:

1. Residential Mortgage Loan Activity (RMLA) - This section collects loan activity by state and is due 45 days from the end of each calendar quarter.
2. Financial Condition (FC) – This section collects financial information at the company level. It does not have to be completed by state and is always due 90 days from the end of the company's fiscal year end.

The Standard MCR filing in May 2011 will not include a Financial Condition section. The Practice Worksheet helps companies gather information for RMLA Section I, which is the only section required for the Standard MCR due on May 15. NMLS will provide more information about when and how to complete the Financial Condition section of the Standard MCR in the coming weeks.

Companies who must complete an Expanded Mortgage Call Report will complete RMLA Sections I, II and III, along with Financial Condition information.

For additional resources, go to the [NMLS Mortgage Call Report Page](#).

Standard NMLS Mortgage Call Report

May 2011 Practice Worksheet - Q1 2011 Data

State Agency: _____

APPLICATION DATA

Field #	Type of Action Taken	DIRECTLY RECEIVED FROM BORROWER		RECEIVED FROM 3RD PARTY	
		Amount (\$)	Count (#)	Amount (\$)	Count (#)
AC010	Applications In Process at the Beginning of the Period				
AC020	Applications Received				
AC030	Applications Approved but not Accepted				
AC040	Applications Denied				
AC050	Applications Withdrawn				
AC060	File Closed for Incompleteness				
AC070	Loans Originated				
AC080	Applications in Process at the End of the Period				

CLOSED LOAN DATA

Field #	Forward Mortgages Loan Type	BROKERED		CLOSED-RETAIL APPLICATION		CLOSED-WHOLESALE	
		Amount (\$)	Count (#)	Amount (\$)	Count (#)	Amount (\$)	Count (#)
AC100	Conventional						
AC110	FHA-Insured						
AC120	VA-guaranteed						
AC130	FSA/RHS-guaranteed						

Field #	Property Type	BROKERED		CLOSED-RETAIL APPLICATION		CLOSED-WHOLESALE	
		Amount (\$)	Count (#)	Amount (\$)	Count (#)	Amount (\$)	Count (#)
AC200	One to Four Family Dwelling						
AC210	Manufactured housing						
AC220	Multifamily Dwelling						

Purpose of Loan or Application							
AC300	Home Purchase						
AC310	Home Improvement						
AC320	Refinancing						
AC400	HOEPA						

Lien Status							
AC500	First Lien						
AC510	Subordinate Lien						
AC520	Not Secured by a Lien						

Fee Information		Amount (\$)	Amount (\$)	Amount (\$)
AC600	Broker Fees Collected-Forward Mortgages			
AC610	Lender Fees Collected-Forward Mortgages			

Reverse Mortgages		BROKERED		CLOSED-RETAIL APPLICATION		CLOSED-WHOLESALE	
Loan Type		Amount (\$)	Count (#)	Amount (\$)	Count (#)	Amount (\$)	Count (#)
AC700	HECM-Standard						
AC710	HECM-Saver						
AC720	Proprietary/Other						

Purpose of Reverse Mortgages							
AC800	Home Purchase						

Fee Information		Amount (\$)	Amount (\$)	Amount (\$)
AC620	Broker Fees Collected-Reverse Mortgages			
AC630	Lender Fees Collected-Reverse Mortgages			

Forward and Reverse Mortgage Loans		Count (#)	Count (#)	Count (#)
AC900	Total Loans Brokered by your Company			
AC910	Total Loans Funded by your Company			

Repurchase Information		Amount (\$)	Count (#)
AC1000	Loans Made and Assigned but Required to Repurchase in Period		

Lines of Credit at Period End

Field #	Name of Provider	Credit Limit	Remaining Credit Available at Period End
ACLOC1			
ACLOC2			
ACLOC3			
ACLOC4			
ACLOC5			

Mortgage Loan Originator Data

Field #	MLO NMLS ID	Employee Name	Amount (\$)	Count (#)
ACMLO1				
ACMLO2				
ACMLO3				
ACMLO4				
ACMLO5				
ACMLO6				
ACMLO7				
ACMLO8				
ACMLO9				
ACMLO10				
ACMLO11				
ACMLO12				

Explanatory Notes

Field #	Explanatory Notes - Free Text
ACNOTE	

Field Definitions

APPLICATION DATA		
<i>Enter the type of action taken on applications during the period. Generally these categories follow HMDA reporting requirements. Applications may not necessarily be closed and funded.</i>		
Data Format:		
<i>Amount (\$) - Positive dollar amount to the nearest dollar</i>		
<i>Count (#) - Positive whole number</i>		
AC010	Applications In Process at the Beginning of the Period	Starting number of applications that were in process at the end of the previous period. Note this includes loans which are approved but not yet closed.
AC020	Applications Received	The applications you received during the period
AC030	Applications Approved but not Accepted	The applications you approved but the applicant (or the loan broker or correspondent) failed to respond to your notification of approval or your commitment letter within the specified time. Do not use this field for a preapproval request
AC040	Applications Denied	The applications denied during the period
AC050	Applications Withdrawn	The applications expressly withdrawn by the applicant before a credit decision is made. Do not use this field if a request for preapproval is withdrawn; preapproval requests that are withdrawn are not reported
AC060	File Closed for Incompleteness	The applications where you send a written notice of incompleteness under section 202.9(c)(2) of Regulation B (Equal Credit Opportunity) and the applicant did not respond to your request for additional information within the period of time specified in your notice. Do not use this code for requests for preapproval that are incomplete; these preapproval requests are not reported
AC070	Loans Originated	The applications that were received in any period but originated in this period
AC080	Applications in Process at the End of the Period	Ending number of applications that were in process at the end of this period
CLOSED LOAN DATA		
<i>Enter information for applications received at any point but which closed during the period. A closed loan for this section has executed legally binding agreements establishing a residential mortgage loan but may not necessarily be funded. All forward mortgage closed loans should be captured in AC100-AC520 and reported by brokered, closed-retail, closed-wholesale as well as by type, purpose, HOEPA and lien status. All reverse mortgages should be captured in AC700-800. All fees collected and retained by your company should be reported for forward mortgages in AC 600-610 and for reverse mortgages in AC 620-630.</i>		
Data Format:		
<i>Amount (\$) - Positive dollar amount to the nearest dollar</i>		
<i>Count (#) - Positive whole number</i>		
AC100	Conventional	Any loan other than FHA, VA, FSA or RHS loans
AC110	FHA-Insured	Federal Housing Administration Insured
AC120	VA-guaranteed	Veterans Administration Guaranteed
AC130	FSA/RHS-guaranteed	Farm Service Agency or Rural Housing Service Guaranteed
AC200	One to Four Family Dwelling	Property type other than manufactured housing of 1 to 4 family dwelling
AC210	Manufactured housing	Manufactured housing property type
AC220	Multifamily Dwelling	Property type greater than 4 family dwelling
AC300	Home Purchase	Any loan secured by and made for the purpose of purchasing a dwelling
AC310	Home Improvement	Any dwelling-secured loan to be used, at least in part, for repairing, rehabilitating, remodeling, or improving a dwelling (or the real property on which the dwelling is located) OR any loan not secured by a lien on a dwelling to be used, at least in part, for one or more of those purposes that is classified as a home improvement loan by the institution
AC320	Refinancing	Any dwelling-secured loan that replaces and satisfies another dwelling-secured loan to the same borrower
AC400	HOEPA (YES)	For a loan that you originated or purchased that is subject to the Home Ownership and Equity Protection Act of 1994 (HOEPA), as implemented in Regulation Z (12 CFR 226.32), because the APR or the points and fees on the loan exceed the HOEPA triggers. Include those loans you closed fitting this description as the originator in the "closed-retail" column and those that someone else originated but you were the wholesaler in the "closed-wholesale" column.
AC500	First Lien	Secured by a first lien on real property
AC510	Subordinate Lien	Secured by a subordinate lien on real property
AC520	Not Secured by a Lien	Not secured by a lien on real property. Loans fitting this definition include dwellings not attached to real property such as manufactured housing, house boats, or trailers that are used as dwellings.
AC600	Broker Fees Collected-Forward Mortgages	Enter the total amount of broker fees, including YSP, you collected on forward mortgages during the period. Do not include pass through fees.
AC610	Lender Fees Collected-Forward Mortgages	Enter the total amount of lender fees, including YSP, you collected on forward mortgages during the period. Do not include pass through fees.

AC700	HECM-Standard	Reverse Mortgage Loans falling under the Home Equity Conversion Mortgage Standard category
AC710	HECM-Saver	Reverse Mortgage Loans falling under the Home Equity Conversion Mortgage Saver category
AC720	Proprietary/Other	Reverse Mortgage Loans falling under any category other than HECM Standard or Saver
AC800	Home Purchase	Enter information on reverse mortgages used for a home purchase
AC620	Broker Fees Collected-Reverse Mortgages	Enter the total amount of broker fees, including YSP, you collected for reverse mortgages during the period. Do not include pass through fees.
AC630	Lender Fees Collected-Reverse Mortgages	Enter the total amount of lender fees, including YSP, you collected for reverse mortgages during the period. Do not include pass through fees
AC900	Total Loans Brokered by your Company	Enter the total number of loans you brokered in the period
AC910	Total Loans Funded by your Company	Enter the total number of loans you funded in the period
AC1000	Loans Made and Assigned but Required to Repurchase in Period	If you were required to repurchase any loans during the period regardless of when that loan was made and assigned, enter the information here
LINES OF CREDIT AT PERIOD END		
<i>Report all warehouse line providers for your company. This is not specific to the state.</i>		
Data Format:		
<i>Name of Provider - Text (150 characters max)</i>		
<i>Credit Limit - Positive dollar amount to the nearest dollar</i>		
<i>Remaining Credit Available - Dollar amount to the nearest dollar</i>		
ACLOC1	Name of Provider, Credit Limit and Remaining Credit Available	Enter your Warehouse Line providers, the limit on each line of credit for each provider and the amount you have available on each line of credit at the end of the period. This must reflect all warehouse line providers your company has a relationship with.
MORTGAGE LOAN ORIGINATOR DATA		
<i>Enter closed loan information for MLOs you employed during the reporting period. If the MLO had no closed loans during the period but you employed them, enter Zeroes in the amount and count fields.</i>		
Data Format:		
<i>MLO NMLS ID - Positive whole number</i>		
<i>Amount (\$) - Positive dollar amount to the nearest dollar</i>		
<i>Count (#) - Positive whole number</i>		
ACMLO1	Employee Name, MLO NMLS ID, Amount (\$) and Count (#)	Provide MLO NMLS ID, Amount (\$) and Count (#) of loans originated by each of your state licensed MLOs. NMLS will retrieve the legal name associated to the NMLS ID provided.
EXPLANATORY NOTES-FREE TEXT		
ACNOTE		Provide any necessary explanations for any information submitted as part of this report. This field is a permanent part of your Mortgage Call Report filing.

Glossary of Terms

Amount	The total loan amount of applications received, closed loans brokered/retailed/wholesaled
Application	An oral or written request for a home purchase loan, a home improvement loan, or a refinancing that is made in accordance with procedures used by a financial institution for the type of credit requested
Broker Fee	If you received a fee for brokering a loan enter it here
Brokered	A mortgage loan originated by one company but funded by another company
Closed	Closed refers to loans that have legally binding agreements establishing a residential mortgage loan
Closed Retail	Closed retail refers to loans that have legally binding agreements establishing a residential mortgage loan and have been originated by the lender
Closed Wholesale	Closed wholesale refers to loans that have legally binding agreements establishing a residential mortgage loan and have been originated by a third party but funded by a wholesaler
Count	The total number of applications received, closed loans brokered/retailed/wholesaled
Directly Received from Borrower	Include information on applications that your institution has directly received from the borrower
FC or Financial Condition	A component of the Mortgage Call Report containing company financial information
First Lien	A mortgage loan having priority over all other liens or claims on a property in the event of default
Forward Mortgage	A loan secured by a lien on residential real estate in which the homeowner is required to make regular payments on the loan
HFI	Held for Investment
HFS	Held for Sale
Lender Fee	If you received a fee for closing a retail or wholesale loan enter it here
Line of Credit	A revolving credit facility extended by a financial institution to a mortgage company for the funding of mortgage loans. Do not include lines of credit you extend to mortgage companies
Loan or Residential Mortgage Loan	Any loan primarily for personal, family, or household use that is secured by a mortgage, deed of trust, or other equivalent consensual security interest on a dwelling as defined in section 103(v) of the Truth in Lending Act) or residential real estate upon which is constructed or intended to be constructed a dwelling (as so defined)
LOCOM	Lower of Cost or Market
Originated	A closed loan
Pass-through Fee	Fees that are not retained by your company
Received from 3rd Party	Include information on application that your institution has received from a broker or lender
Repurchase	Loans that you were required to buy back from an investor or securitizer during the period
RMLA or Residential Mortgage Loan Activity	A component of the Mortgage Call Report containing application, closed loan, mortgage loan originator, lines of credit, repurchase, origination, servicing and/or note information reported by state
Reverse Mortgage	A loan secured by a lien on residential real estate in which the homeowner is not required to make payments on the loan until a specific event occurs
REO	Real Estate Owned
Subordinate Lien	A mortgage loan that is junior or second to first lien loans
UPB	Unpaid Principal Balance
YSP	Yield Spread Premium