

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF FINANCIAL INSTITUTIONS

**ANNUAL REPORT OF MORTGAGE LENDERS AND BROKERS  
FOR THE YEAR ENDING DECEMBER 31, 2015**

**GENERAL INSTRUCTIONS**

Pursuant to Virginia Code Section 6.2-1610, every lender and broker required to be licensed under Chapter 16 of Title 6.2 of the Code of Virginia (Code) shall file an annual report, under oath, with the Commissioner of Financial Institutions. Reports covering operations during the preceding calendar year are to be filed not later than **March 1, 2016** by mailing or delivering them to the Bureau of Financial Institutions, 1300 East Main Street, Suite Eight Hundred, Post Office Box 640, Richmond, Virginia, 23218-0640. **The Statute does not provide for extension of the filing period and a penalty may be imposed for late filing.** Please note that the mortgage annual report is different than the corporate annual report which is filed with the Clerk's Office of the State Corporate Commission.

The first section of the report is common to both lenders and brokers. Section II should be completed by mortgage brokers and Section III should be completed by mortgage lenders. **Both mortgage lenders and brokers must complete the Affidavit on page four.**

**Unless otherwise stated, the licensee must provide information only about its mortgage activities which come under Chapter 16 of Title 6.2 of the Code.** The Code defines a mortgage loan as a loan made to an individual, the proceeds of which are to be used primarily for personal, family or household purposes, which loan is secured by a mortgage or deed of trust upon any interest in one to four family residential property located in Virginia, regardless of where made. Other types of loans, such as commercial loans or loans made on non-Virginia property, are not to be listed.

Please follow the instructions carefully. Incomplete or inaccurate reports cannot be accepted for filing and will be returned. If space provided is insufficient, continuations on 8 1/2" by 11" paper may be added.

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ANNUAL REPORT OF MORTGAGE LENDERS AND BROKERS  
FOR THE YEAR ENDING DECEMBER 31, 2015**

**Bureau of Financial Institutions  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

**SECTION I**

**GENERAL INFORMATION**

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1. Name and mailing address of licensee: \_\_\_\_\_
2. Virginia license number: \_\_\_\_\_
3. NMLS ID Number: \_\_\_\_\_
4. Provide the **(name, title, address, telephone number, fax number, and e-mail address)** for the individual to be contacted with respect to questions which may arise from this report: \_\_\_\_\_
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**SECTION II**

**MORTGAGE BROKERS**

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5. Has the licensee brokered any loans secured by a mortgage or deed of trust on residential property of one to four units located in Virginia, regardless of where brokered?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the number and dollar amount brokered.

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COLUMN 1		COLUMN 2		COLUMN 3	
FIRST LIENS		SUBORDINATE LIENS		TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

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**SECTION II – MORTGAGE BROKER (Continued)**

6. List the names, addresses and telephone numbers of all mortgage lenders and mortgage brokers you did business with during the year. **This pertains only to mortgage or deeds of trust on residential Virginia properties.**

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**SECTION III**

**MORTGAGE LENDERS**

7. Has the licensee made any loans (closed in the name of the licensee) to individuals secured by a mortgage or deed of trust on residential property of one to four units located in Virginia, during the calendar year?

Yes \_\_\_\_\_

No \_\_\_\_\_

**If Yes, please provide the number and dollar amount of mortgage loans closed in the name of the licensee during the year, whether or not carried on licensee's books as of December 31.**

COLUMN 1		COLUMN 2		COLUMN 3	
FIRST LIENS		SUBORDINATE LIENS		TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

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**AFFIDAVIT**

State of \_\_\_\_\_)

County or City of \_\_\_\_\_)

I, \_\_\_\_\_, being the \_\_\_\_\_  
(Name of Officer of Licensee) (Title)

of \_\_\_\_\_  
(Name of Licensee)

swear or affirm that, to the best of my information and belief, the facts in this report, including any accompanying schedules and statements, are true.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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