

UNIFORM STATE REPORT - Instructions

The purpose of the uniform state report is to provide a detailed summary of information for all operations conducted by entities licensed by the Iowa Division of Banking to make mortgage loans.

This report requires information on all mortgage banker/brokers (535B) that transpired in your company(s) for the calendar year. If more than one company or corporation is involved, the instructions are explicit as to the proper reporting.

The reporting entity must follow all instructions explicitly. If a company or affiliate operates more than one licensed office, the report must be filed on a composite basis, supported by a Schedule "F." When preparing the report, **do not underline or change captions. Report all amounts in even dollars.**

It is necessary that this report be reviewed promptly upon receipt and any questions be made known early so as to avoid late filing and penalties for doing so.

Iowa Code §(535,17A) 187-18.17 states that "On or before March 31 each year, a licensee shall file with the administrator an annual report for the preceding calendar year on forms prescribed by the administrator. For every day after April 15 that the report is not received, the administrator may assess late fees of \$10 per day.

The following schedule letters, captions, and item numbers correspond with those shown in the report.

REPORTING ENTITY

- 1 and 2. The name and license number for mortgage banker/broker businesses as shown on the license. If more than one license is issued to one company, number 2 should be answered "multiple." Each branch then will be shown on Schedule "F."
3. For a single license operation the address as shown on the license. If more than one license is held, please put the address of the home office.
- 4 thru 6. Self-explanatory.

SCHEDULE A (MORTGAGE BROKERS ONLY)

Balance Sheet

The purpose of this schedule is to provide a balance sheet for the period covered by this report which conforms to the actual books of reporting entity or entities. If the reporting entity operates under more than one corporation, a composite balance sheet reflecting total assets and liabilities of all corporations should be filed.

7. *Cash on Hand in Banks* – This account must show the amount of cash on hand or on deposit by the reporting entity with a bank or other financial institution at the end of the year.
8. *Short Term Investments* – This account must show the amount of certificates of deposit, treasury bills, and other investments of a liquid nature.
- 9a. *Loans Receivable* – Represents the actual assignment of the reporting entity's receivables at the statement.
- 9b. *Less Reserve for Bad Debt* – This account must show the amount which has been set aside by the reporting entity at the statement date for uncollectible loans.
10. *Total Liquid and Earning Asset* – Total of Items 7, 8, and 9.
11. *Inter-Company Loans* – This account must show the balance owing on loans made to other companies or subsidiaries owned by the reporting entity.
12. *Investments in Affiliates* – This account must show the investment of capital in other companies or affiliates owned by the reporting entity.
13. *Other Investments* – This account must show other investments of the reporting entity, such as stocks, bonds, etc.
14. *Furniture, Fixtures, Equipment and Vehicles (Less Depreciation)* – Self-explanatory.
15. *Building and Land (Less Depreciation)* – Self-explanatory.
16. *Repossessed Property* – This account must show the net balance owing on all repossessed property on hand as of the reporting date, including real estate.

17. *Prepaid Expenses and Deferred Charges* – Self-explanatory.
18. *Other Assets* – Must show all other assets not shown in this schedule.
19. *Total Assets* – Must show the total of Items 7 through 18 and agree with Item 31.
20. *Short Term Borrowings* – Self-explanatory.
21. *Long Term Borrowings* – Self-explanatory.
22. *Reserves* – Self-explanatory.
23. *Dividends Payable* – This account must show dividends accrued on capital stock of the reporting entity corporation during the reporting year.
24. *Other Liabilities* – This account must show all other liabilities not shown in Items 20 through 24.
25. *Total Liabilities* – This account must show totals of Items 20 through 24.
26. *Net Worth* – This account must show net worth of unincorporated business.
27. *Capital Stock* – Must show issued capital stock less treasury stock, if any.
28. *Paid-in Surplus* – This account must show the paid-in surplus or additional paid-in capital of the corporation.
29. *Retained Earnings* – This account must show the accumulative retained earnings or undivided profits.
30. *Total Shareholders Equity* – Sum of Items 26 through 29.
31. *Total Liabilities and Net Worth or Equity* – This account is the total of Items 25 and 30.

SCHEDULE B (MORTGAGE BROKERS ONLY)

Loan Tracking

32. *Loan Applications Taken* – Must show the number of applications taken during the year.
33. *Loans Closed* – Must show the number of loans closed during the year.

SCHEDULE C (MORTGAGE BANKERS ONLY)

Analysis of Mortgage Banker Activity

NOTE: ALL AMOUNTS ARE TO BE REPORTED NET.

34. *Loan Applications Taken* – Must show the number of applications taken during the year.
35. *Loans Closed* – Must show the number of loans closed during the year.
36. *Loans Outstanding at Beginning of Year* – Same as loan outstanding as of December 31 of the preceding year.
37. *Loans Made During Year* – This item must show the total number and amount for loans.
38. *Loan Balances Purchased During Year* – All loans purchased by either inter-company transfer or bulk purchase.
39. *Total* – Sum of Items 36 through 38.
40. *Loan Balances Charged Off During Year* – For companies using a direct charge-off method.
41. *Loan Balances Sold During Year* – This is amount sold by either inter-company transfer or bulk sale.
42. *Loans Outstanding at End of Year*
43. *Total* – Sum of Items 40 through 42.
44. *Collections of Principal During the Year* – Item 39 less Item 43.

SCHEDULE D (MORTGAGE BANKERS ONLY)

Delinquency Summary

45. *Past Due Accounts* – Accounts which are contractually past due. Item 45e is computed by dividing Item 45d by item 42.

SCHEDULE E (MORTGAGE BANKERS ONLY)

Legal Action

46. This schedule is designed to show cases in which legal remedies are used for collection of supervised loans. The headings are self-explanatory.

SCHEDULE F

The instructions for completing this schedule are the same as those for the corresponding schedules of the composite report. Totals to agree with other items.

**ANNUAL REPORT
YEAR ENDING DECEMBER 31, 2010.
LICENSEES ENGAGED IN THE MORTGAGE BANKER/BROKER BUSINESS
IN THE STATE OF IOWA
FILING DATE NOT LATER THAN MARCH 31, 2011,
WITH THE IOWA DEPARTMENT OF COMMERCE, DIVISION OF BANKING
200 EAST GRAND AVENUE, SUITE 300, DES MOINES, IOWA 50309-1827**

This form must be completed for each licensee before March 31. Iowa Code §(535,17A) 187-18.17 states that "On or before March 31 each year, a licensee shall file with the administrator an annual report for the preceding calendar year on forms prescribed by the administrator. For every day after March 31 that the report is not received, the administrator may assess late fees of \$10 per day.

REPORTING ENTITY

1. Name of licensee: _____
2. Licensee Number: _____
3. Main Office: _____

4. State whether corporation, partnership or company: _____
5. State the license is incorporated/organized/formed: _____
6. Names of principal officers, partners or owners at close of period:
President _____
Vice President _____
Secretary _____
Treasurer _____

AFFIDAVIT

The affidavit must be executed, if a corporation, by duly authorized officer of such corporation, or by a partner, if a partnership, or by the owner, if an individual. In the case of illness or inability of such person to sign the affidavit, it may be executed in such case by a legal representative or agent.

DATE _____

STATE _____

COUNTY OF _____

I, the undersigned _____, as _____ of
Name of Affiant Official Title of Affiant

the licensee(s) named herein, being duly sworn, depose and say that this report (including accompanying schedule and statements) is, to the best of my knowledge, a true and complete statement in accordance with the law, and represents the financial condition of said corporation(s), partnership or ownership.

Signature of Affiant _____

FOR MORTGAGE BROKER LICENSEES ONLY

Mortgage Bankers must file financial statements which are audited by an independent certified public accounting firm within one hundred twenty days after the end of a mortgage banker licensee's fiscal year.

SCHEDULE A

Balance Sheet

<u>ASSETS</u>		<u>LIABILITIES</u>	
7.	Cash:	20.	Short term borrowings _____
	(a) On hand in banks _____	21.	Long term borrowings _____
	(b) Compensating balance _____	22.	Reserves _____
8.	Short Term investments _____	23.	Dividends payable _____
9a.	Loans receivable _____	24.	Other liabilities _____
9b.	Less Reserve for Bad Debt (_____)	25.	Total liabilities _____
10.	Total Liquid & earning assets _____		
11.	Inter-company loans _____		
12.	Investments in affiliates _____	26.	Net Worth _____
13.	Other investments _____	27.	Capital stock:
	Furniture, fixtures, equipment	(a) Preferred _____	
14.	& vehicles (less depreciation) _____	(b) Common _____	
15.	Building & land (less depr.) _____	(c) Less treasury stock _____	
16.	Reposessed property _____	28.	Paid in surplus _____
17.	Prepaid Expenses _____	29.	Retained earnings _____
18.	Other assets _____	30.	Total shareholders equity _____
19.	TOTAL ASSETS _____	31.	TOTAL LIABILITIES &
			NET WORTH _____

SCHEDULE B

Loan Tracking (Mortgage Brokers)

32. Iowa Loan Applications Taken	_____
33. Iowa Loans Closed	_____

FOR MORTGAGE BANKERS ONLY

SCHEDULE C
Analysis of Mortgage Banker Activity

	<u>Number</u>	<u>Amount</u>
34. Iowa Loan Applications Taken	_____	_____
35. Iowa Loans Closed	_____	_____
36. Iowa Loans outstanding at beginning of year	_____	_____
37. Iowa Loans made during year	_____	_____
38. Iowa Loans purchased during year	_____	_____
39. Total (Items 36 thru 38)	_____	_____
40. Iowa Loans charged off during year	_____	_____
41. Iowa Loans sold during year	_____	_____
42. Iowa Loans outstanding at end of year	_____	_____
43. Total (Items 40 thru 42)	_____	_____
Collection of principal during the year	_____	_____
44. (Item 39 less Item 43)	_____	_____

SCHEDULE D
Delinquency Summary

	Number	Unpaid Balance
45. Past due accounts (Iowa Loans Only).		
(a) 30-59 days	_____	_____
(b) 60-89 days	_____	_____
(c) 90 days or more	_____	_____
(d) Total	_____	_____
(e) Past due as a percent of gross outstanding (Item 45d divided by Item 36)	_____ %	

SCHEDULE E
Legal Action

	Number	Amount
	#	\$\$
46. Foreclosure Information(Iowa Loans Only):		
(a) Foreclosures instituted during period	_____	_____
(b) Foreclosures settled during period	_____	_____

SCHEDULE F
Branch Office Information, December 31, 2010
 Use additional sheets if necessary

City	No. of Iowa Applications	No. of Iowa Loans Denied	No. of Iowa Loans Brokered or Closed	Dollar Amount of Brokered or Closed Loans
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
22.				
23.				
24.				
TOTALS				