



# Illinois Department of Financial and Professional Regulation

## Division of Banking

BRUCE RAUNER  
Governor

BRYAN A. SCHNEIDER  
Secretary

### INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT OF SERVICING 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.**

Residential mortgage licensees engaged in servicing Illinois residential mortgage loans shall file an **Annual Report of Servicing Activity** (38IAC Section 1050.610 and 1050.650 for the most recent full calendar year (January 1 through December 31)). The report shall cover all loans serviced, during the calendar year, by a residential mortgage "Servicing" licensee. The Annual Report of Servicing 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 Servicing Activity example):**

- Servicing licensee name and residential mortgage license number
- **Column 1:** Names of all owners paying a servicing fee for Illinois residential mortgage loans in the servicing portfolio (The list should include **ALL** servicing owners with whom a servicing contract has been executed (*even if there were no loans serviced on the owner's behalf during the year*)); and
  1. Illinois residential mortgage license number, *if known*. If license number is unknown, address of owner shall suffice.
- **Column 2:** Total portfolio accounts serviced by licensee, per page.
- **Column 3:** Total Dollar amount of Illinois residential mortgage loans serviced for each servicing owner.
- **Column 4:** Data regarding default claims, to include the following:
  1. Total number of Illinois residential mortgage "serviced" loans that had default claims filed for loans that were past due 90 days or more during the reporting calendar year.
  2. Total dollar amount (*reported to the nearest thousandth (000's) dollars*) of Illinois residential mortgage "serviced" loans that had default claims filed for loans that were 90 days or more past due during the reporting calendar year.
- **Column 5:** Data regarding initial claims of foreclosure filings, to include the following:
  1. Total number of Illinois residential mortgage "serviced" loans that had an initial foreclosure claim filed during the reporting calendar year.
  2. Total dollar amount (*reported to the nearest thousandth (000's) dollars*) of Illinois residential mortgage "serviced" loans that had an initial foreclosure claim filed during the reporting calendar year.
- **Column 6:** Percentage of foreclosure claims filed, to loans serviced, per funding lender (owner of loan).
- Each page shall include the total of all default and foreclosure claims on the page, separately and in aggregate.
- Each page shall be separately numbered on the bottom center of the page. The page shall indicate the current page and the total number of pages.

**The "Summary" page of the Servicing Activity Report shall contain the following information:**

- The aggregate totals of all default and foreclosure claims reported, and the approximate percentage of reported default and foreclosure claims, to total accounts and total dollar amount of accounts serviced by the reporting entity.

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

1. Attesting to the accuracy and truthfulness of the "Servicing Activity" reporting.
2. Statutory signatories.
3. Authorized "Corporate" or "Notary" signatories and accompanying seal.

To file the "Annual Report of Servicing Activity" mail 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.