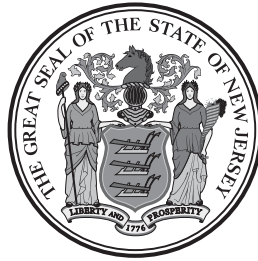


**State of New Jersey  
Department of Banking & Insurance**



**Annual Report Worksheet for  
Mortgage Foreclosure Consultants  
Year Ending December 31, 2017**

**New Jersey Department of Banking & Insurance  
Division of Banking  
Attn: Sharon Davis -- 5<sup>th</sup> floor  
20 West State Street  
Trenton, NJ 08625-0040**

**For Use as a Worksheet Only – Do Not Send to the Department!**

## *Licensee Demographics*

The online application will populate the associated fields with the data currently found in our Licensing System. All information requested below will be required by the online application (unless indicated otherwise.)

*(This is the 7-digit identification number found on your licensing certificate, followed by one of the following type codes: C29, P29, or I29.)*

NJ License Reference Number: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Every licensee **must** include their official business e-mail address in their annual report according to N.J.A.C. 3:23-4.1. Failure to supply your official business e-mail address will result in a failure to comply with the annual report filing.

Note: All licensees who were actively licensed in New Jersey for any period of time from January 1, 2017 through December 31, 2017 are required to file an annual report. You are required to file an annual report even if you did no business in 2017. Audited financial statements are not required to complete your annual report.

If you were actively licensed on December 31, 2017, your annual report must reflect the total activity of your New Jersey business as of the end of 2017.

If you surrendered your license during 2017, your annual report must reflect the total activity of your New Jersey business as of the date of surrender.

**Your annual report should only reflect the amount of business done with New Jersey consumers thru your main office and all New Jersey branch offices during 2017.**

If you actively held two or more New Jersey licenses during 2017, you must file an annual report for each type of license.

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## *Compensation Activity Section*

### **Mortgage Foreclosure Consultant Compensation as of 12/31/2017 or Close of Business**

The online application will ask you to provide the following information concerning your mortgage foreclosure consultant compensation from January 1, 2017 thru December 31, 2017 and *for New Jersey consumers only*.

1	Total Number of Agreements entered into during the year	
2	Total Compensation Received during the year	
3	Average Compensation (per agreement) for the year <i>(Divide line 2 by line 1, and round the result to the nearest whole number.)</i>	

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## *Surety Bond Policies*

### **Surety Bond Requirement**

The surety bond requirement for your business is a blanket rate of \$75,000, unless otherwise informed by the Department of a need to increase your requirement.

The online application will ask for detailed information concerning each surety bond in effect as of December 31, 2017. The following page of this worksheet is provided to assist you in compiling that information.

Once the detailed surety bond information has been entered, the online application will automatically perform the necessary calculations to verify that the requirement has been satisfied. The following chart is provided so you can compare your results with ours.

1	Total Amount of Coverage as of December 31, 2017 <i>(Add all amounts of coverage reported on any Surety Bond Policy Detail pages.)</i>	
2	Base Surety Bond Requirement for the Principal Business	<b>\$ 75,000</b>
3	Additional Surety Bond Requirement <i>(As directed by the Department. If none, enter zero.)</i>	
4	Required Surety Bond Coverage <i>(Add line 2 and line 3.)</i>	

The Total Amount of Coverage (line 1) must be sufficient to meet your Surety Bond Requirement (line 4).

**NOTE:** If your current coverage is deficient, provide original documentation to the Department evidencing that the required coverage has been obtained. Please send this information to the address at the bottom of the cover page.

**For Use as a Worksheet Only – Do Not Send to the Department!**

## *Surety Bond Policies*

### Surety Bond Policy Detail Information

*(make additional copies, if needed)*

Please enter the Surety Company information for each policy in force as of December 31, 2017, or, if you are no longer actively licensed, at Close of Business.

<b>Name of Provider:</b>					
<b>Business Address:</b>					
	<b>City:</b>		<b>State:</b>		<b>ZIP:</b>
<b>Policy Number:</b>			<b>Amount of Coverage:</b>		
<b>Effective Date:</b>		<b>Paid Thru or Expire Date:</b>	<input type="checkbox"/> <b>No Expiration Date</b>		
<b>Name of Provider:</b>					
<b>Business Address:</b>					
	<b>City:</b>		<b>State:</b>		<b>ZIP:</b>
<b>Policy Number:</b>			<b>Amount of Coverage:</b>		
<b>Effective Date:</b>		<b>Paid Thru or Expire Date:</b>	<input type="checkbox"/> <b>No Expiration Date</b>		
<b>Name of Provider:</b>					
<b>Business Address:</b>					
	<b>City:</b>		<b>State:</b>		<b>ZIP:</b>
<b>Policy Number:</b>			<b>Amount of Coverage:</b>		
<b>Effective Date:</b>		<b>Paid Thru or Expire Date:</b>	<input type="checkbox"/> <b>No Expiration Date</b>		
<b>Name of Provider:</b>					
<b>Business Address:</b>					
	<b>City:</b>		<b>State:</b>		<b>ZIP:</b>
<b>Policy Number:</b>			<b>Amount of Coverage:</b>		
<b>Effective Date:</b>		<b>Paid Thru or Expire Date:</b>	<input type="checkbox"/> <b>No Expiration Date</b>		

**For Use as a Worksheet Only – Do Not Send to the Department!**

## Affidavit

This sample affidavit is included for completeness only. The online application will collect all of the necessary information. DO NOT MAIL THIS AFFIDAVIT to the Department, unless you are specifically instructed to do so.

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I hereby certify that the information provided in connection with this Annual Report is true to the best of my knowledge and belief:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Licensee or Responsible Party)

Please enter the following information for the individual preparing this report:

Name of Preparer \_\_\_\_\_

Title of Preparer \_\_\_\_\_

Phone of Preparer \_\_\_\_\_

E-mail of Preparer  
(if available) \_\_\_\_\_

Please enter the following information for the licensee or individual responsible for the licensed entity. If that person no longer holds an active license, please put the mailing address of their current location or the location where they would like their mail sent so future mailings may be successfully sent to them.

Name of Responsible Party \_\_\_\_\_

Title of Responsible Party \_\_\_\_\_

Address of Responsible Party \_\_\_\_\_

Phone of Responsible Party \_\_\_\_\_

E-mail of Responsible Party \_\_\_\_\_

Every licensee **must** include their official e-mail address in their annual report according to N.J.A.C. 3:23-4.1. Failure to supply your official e-mail address will result in a failure to comply with the annual report filing.

===== *Notarization* =====

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ ,  
and I hereby certify that I am not an officer or director of this entity.

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires on \_\_\_\_\_  
(Date)