



**Company License RENEWAL Checklist**  
Agency Requirements



**HAWAII MORTGAGE SERVICER RENEWAL CHECKLIST**

Total Renewal costs: \$525 which includes the NMLS processing fee of \$100. Fees collected through the NMLS ARE NOT REFUNDABLE.

The checklist provides instructions and requirements for information to be entered in NMLS. Use the checklist below to complete the renewal requirements for Hawaii DFI.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

FILED IN NMLS	HAWAII MORTGAGE SERVICER RENEWAL CHECKLIST
<input type="checkbox"/>	<p>File a report with each yearly <b>Renewal Statement</b> in a form and format acceptable to the director detailing the servicer's activities in this State, including:</p> <ul style="list-style-type: none"> <li>(A) The number of mortgage loans the servicer is servicing;</li> <li>(B) The type and characteristics of loans serviced in this State;</li> <li>(C) The number of serviced loans in default, along with a breakdown of thirty-, sixty-, and ninety-day delinquencies;</li> <li>(D) Information on loss mitigation activities, including details on workout arrangements undertaken;</li> <li>(E) Information on foreclosures commenced in this State.</li> <li>(F) <b>Cost and Fees</b>; current schedule of the range of costs and fees that Applicant charges borrowers for its servicing-related activities to NMLS under the Business Plan option.</li> </ul> <p><i>To keep the reports uniform, please use DFI's Renewal Statement and Cost and Fees forms provided below.</i></p> <p><i>Please upload the completed documents to NMLS under the <b>Business Plan</b> option; <b>HI-Renewal Statement</b></i></p>
<input type="checkbox"/>	<p>Upload a current <b>List of Affiliations</b>, (including any lenders or mortgagees for which Applicant provides services), identify all parents, affiliates and subsidiaries of licensee.</p> <p>Include a description of all services, including all non-mortgage servicing services, that the <u>licensee</u> provides to those listed; and upload a current organization flow chart that displays this information directly to NMLS under the <b>Business Plan</b> option.</p> <p><i>To keep the files uniform in NMLS, please name your document <b>HI-List of Affiliations</b>.</i></p>

RENEWAL STATEMENT FOR MORTGAGE SERVICER LICENSE

**Table I**

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

Calendar Year Ended: 12/31/2013

Type and Characteristics of Mortgage Loans	Total Serviced		Current - 29 Days		30 - 59 Days		60 - 89 Days		90 - 119 Days		≥ 120 Days	
	No. Loans	Dollar Amount of Loans (UPB)	No. Loans	Dollar Amount of Loans (UPB)	No. Loans	Dollar Amount of Loans (UPB)	No. Loans	Dollar Amount of Loans (UPB)	No. Loans	Dollar Amount of Loans (UPB)	No. Loans	Dollar Amount of Loans (UPB)
Conforming 1st 16-30 Yr FRM												
Conforming 1st ≤ 15 Yr FRM												
Conforming 1st 16-30 Yr ARM												
Conforming 1st ≤ 15 Yr ARM												
Conforming 1st Option ARM												
Conforming 1st Interest Only ARM												
Other Conforming 1st Mortgages												
Nonconforming 1st 16-30 Yr FRM												
Nonconforming 1st ≤ 15 Yr FRM												
Nonconforming 1st 16-30 Yr ARM												
Nonconforming 1st ≤ 15 Yr ARM												
Nonconforming 1st Option ARM												
Nonconforming 1st Int Only ARM												
Nonconforming 1st Balloon												
Other Nonconforming 1st Mortgages												
FHA/VA 1st 16-30 Yr FRM												
FHA/VA 1st ≤ 15 Yr FRM												
FHA/VA 1st 16-30 Yr ARM												
FHA/VA 1st ≤ 15 Yr ARM												
FHA/VA 1st 16-30 Yr GPM												
FHA/VA 1st ≤ 15 Yr GPM												
Other FHA/VA 1st Mortgages												
Reverse Mortgages												
2nd FRM												
2nd ARM												
2nd LOC												
Other 2nd Mortgages												
Other*:												
Other*:												
Totals												

\*Identify type and characteristics of mortgage loans.

Note: (1) No. Loans in Total Serviced must equal to No. Loans in Current-29 Days, 30-59 Days, 60-89 Days, 90-119 Days, and ≥ 120 Days columns.

(2) Dollar Amount of Loans in Total Serviced must equal to Dollar Amount of Loans in Current-29 Days, 30-59 Days, 60-89 Days, 90-119 Days, and ≥ 120 Days columns.





RENEWAL STATEMENT FOR MORTGAGE SERVICER LICENSE

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**Table IV**

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

**Calendar Year Ended:** 12/31/2013

<b>Foreclosures Commenced in 2013</b> (Report foreclosure actions commenced in 2013 by type. If "None", so indicate.)	<b>No. of Owner                      Occupied                      Loans</b>	<b>No. of                      Non-Owner                      Occupied                      Loans</b>	<b>Total No. of                      Loans</b>	<b>Total Dollar Amount of                      Loans (UPB)</b>
Judicial Foreclosures				
Non-Judicial Foreclosures				
Total				

