

MONTHLY BOOKS | REPORTING READINESS

Mortgage Broker Financial and Compliance Checklist

Connect commission records, reviewed financials, and a company-specific reporting calendar. Use this guide to organize the records and responsibilities that support your financial process.

What you will receive

Monthly bookkeeping checks, a financial review, Mortgage Call Report preparation reminders, a reporting calendar, and a practical action plan. Confirm applicability with your compliance professional and regulator.

Review details	Your entry
Business	
Review period	
Prepared by	
Review date	

Use this as a repeatable working tool. Mark an item complete only when it has been reviewed and supported. Record the owner and due date for each open item. Mark genuinely inapplicable items N/A.

Close the books and review financials

Monthly bookkeeping

- ☐ Reconcile bank, credit card, and agreed loan accounts.
- ☐ Match commission income to loan or closing records, receipts, reversals, and chargebacks.
- ☐ Separate earned income, receivables, and deposit timing under the approved reporting method.
- ☐ Review expenses, owner activity, debt principal, interest, and fees in the correct categories.
- ☐ Tie operational records to the General Ledger and explain differences.
- ☐ Keep supporting documents and track unresolved questions.

Financial health review

- ☐ Review the Balance Sheet and supporting loan balances first.
- ☐ Pull a trailing P&L and General Ledger; explain unusual balances and expense categories.
- ☐ Review income and profitability by the agreed branch, channel, or entity where relevant.
- ☐ Review available operating cash, collections, commitments, and a 30-to-90-day outlook.
- ☐ Document decisions and follow-up before releasing reports.

Findings and follow-up

Finding or action	Owner	Due

Prepare for Mortgage Call Reports

Confirm the required components and company activities before preparing a filing. Keep the financial records, operational data, definitions, and responsible reviewer aligned.

Calendar quarter	Usual MCR due date
Q1 January-March	May 15
Q2 April-June	August 14
Q3 July-September	November 14
Q4 October-December	February 14 of the next year

The usual deadline is 45 days after quarter-end. Confirm current NMLS notices, any applicable extensions, and regulator-specific requirements for the reporting period.

Financial Condition timing

The April 2026 NMLS Guidebook states that companies reporting lending or servicing activities file the Financial Condition component quarterly. Companies reporting brokering activities file it annually at calendar-year-end, within 90 days.

- ☐ Confirm your company activities, licenses, and required state supplements.
- ☐ Reconcile report data to supporting records and explain differences.
- ☐ Assign preparation, review, and submission responsibilities; retain confirmation.

Check the NMLS Guidebook | Call Reports, page 122

Primary guidance reviewed October 9, 2026. Requirements can change; confirm them for each filing.

Keep a company-specific calendar

Separate NMLS reports, state licensing obligations, and any agency or investor requirements. One filing may not satisfy all of them.

Obligation, if applicable	Period / due	Owner / support
NMLS MCR and required components		
State supplemental reports and license requirements		
Financial statements or independent assurance required by your regulator		
Fannie Mae / Freddie Mac / Ginnie Mae reporting for approved companies		
Other investor, lender, or bond requirements		

Keep MBFRF separate from NMLS MCR

The Mortgage Bankers Financial Reporting Form (MBFRF), including Fannie Mae Form 1002, is an agency financial report for applicable approved seller/servicers. It is not a Florida-specific state form. Confirm which agency requirements apply to your company.

Review Fannie Mae Form 1002 guidance

Supporting records may include reviewed financials, loan-level activity, account reconciliations, debt schedules, and prior filing confirmations. Keep a record of the preparer, reviewer, and final submitted version.

Choose your first improvement

- ☐ Monthly accounts are reconciled and commission activity is supported.
- ☐ Balance Sheet, loans, trailing P&L, and General Ledger are reviewed.
- ☐ Cash needs and near-term obligations are understood.
- ☐ The reporting calendar has an owner for each applicable filing.
- ☐ Material differences and open items have documented next steps.

Findings and follow-up

Finding or action	Owner	Due

Choose the support your business needs

Support level	What it adds
Clarity from \$750/month	Clean books, monthly reconciliations, a documented close, and reliable Profit & Loss and Balance Sheet reports.
Growth from \$1,500/month	Everything in Clarity, plus cash-flow reporting, budget comparisons, trends, agreed core KPIs, and a monthly insight review.
Vision from \$3,000/month	Everything in Growth, plus forecasts and scenarios, a custom KPI dashboard and scorecard, and executive reporting.

Starting prices. Your fee depends on transaction volume, accounts, entities, systems, reporting complexity, and the condition of your books. Cleanup and specific compliance filings require separately agreed scope.

[Explore mortgage bookkeeping services](#)

[Schedule a Discovery Call](#)

This checklist supports preparation and record organization. It does not establish that a company meets regulatory requirements. NMLS, MBFRF, FHA, license filings, and other compliance work are provided only when separately included in your engagement. Greenkey Accounting Services does not provide payroll services, income-tax preparation or filing, or legal or tax advice. Services and deliverables are defined in your engagement.