

The following is a summary only. Credit Unions should refer to the Holden Act (Health & Safety Code §§35800 et seq.) and the regulations issued thereunder (21 C.C.R. §§7100 et seq.)

WHO MUST FILE

Except as noted below, this form must be filed by a credit union that:

1. Regularly provides financial assistance; and
2. Does not report to a federal or state regulatory agency as provided by the Home Mortgage Disclosure Act of 1975.

“Financial assistance” means a loan or advance of credit secured by real property or a public grant where more than 50% of the proceeds are for the purchase, construction, rehabilitation, improvement or refinancing of a housing accommodation. “Regularly” means at least twelve or more loans made in the immediately preceding calendar year that total more than \$500,000 in value, not counting loans made to employees.

EXCEPTION: A credit union that does not make more than 10% of its total loan volume (in dollars) during the reporting year in qualifying loans does not need to file this report. (Qualifying loans are those referred to in Item 2 under “Instructions - Data to be Shown” below.)

WHEN AND WHERE TO FILE

1. A credit union must send two copies of the Residential Mortgage Loan Report to the Los Angeles Office of the Department of Business Oversight, no later than March 31 following the calendar year for which the loan data is completed.
2. A credit union must also make its loan report available for examination by the public no later than March 31 of each year.

INSTRUCTIONS FOR COMPLETION OF FORM

Data To Be Shown

1. A credit union must show the data on residential purchase and home improvement loan applications received and loans that were originated during the calendar year covered by the report.
2. The categories of loans to be itemized are:
 - a. Loans on 1-to-4 unit dwellings:
 - ✓ Home Purchase Loans
 - FHA, FmHA, and VA loans (*Column A*)
 - Other home purchase loans (conventional loans) (*Column B*)
 - ✓ Home improvement loans (*Column C*)
 - b. Non-occupant home improvement loans on 1-to-4 unit dwellings.

3. Data for each category on the statement must show the number of applications taken, the number of loans made, and the total dollar amount of loans made.
4. Dollar amounts are to be rounded to the nearest thousand (\$500 will be rounded up), and shown in terms of thousands.

Data To Be Excluded

1. Do not report loans that, although secured by real estate, are made for purposes other than the purchase of residential real estate or home improvement.
2. Do not report loans made by a credit union acting in a fiduciary capacity; loans on unimproved land; loans applied for or made on real property outside California; and refinancings that involved no increase in the outstanding principal and the same parties to the loan.

Geographic Itemization (Grouping of loan data by MSA, census tract or county, and outside-MSA.)

1. Loan data shall be itemized by Metropolitan Statistical Area (MSA). Within each MSA, the data shall be further itemized by the census tract in which the property is located **EXCEPT** that:
 - a. If the property is located in a county with a population of 30,000 or less or in an area which has not been assigned census tracts, loan data shall be itemized by county.
 - b. If the property is located outside an MSA, or is located in an MSA in which the lender does not have a place of business, no itemization (by MSA, county, or census tract) is required, and the loan data shall be listed as an aggregate sum in Section 2 of the Form.
2. A separate page must be used for each MSA.
3. A credit union must use the MSA boundaries as defined by the U.S. Office of Management and Budget on January 1 of the calendar year for which the loan data is compiled.
4. To determine census tract numbers and MSA boundaries, a credit union should consult the Census Bureau’s census tract outline maps.
5. If a census tract number is duplicated in an MSA, the census tract must also be identified by county, city, or town name.

TIPS ON COMMON REPORTING ERRORS

Please consider the following when completing the Residential Mortgage Loan Report:

1. **Census Tract:** If a census tract number has been assigned, be sure that the census tract number, NOT the county name is listed. Check to make sure that the census tract number is a valid one.

2. **Number of Applications/Loans:** Errors occur when loans are reported and the number of applications is either omitted or is less than the number of loans reported. There must be at least as many applications as there are loans.
3. **Principal Amount:** Show amounts in thousands. A \$100,000 loan would be reported as \$100, and a \$1,100,000 loan would be reported as \$1,100.
4. **MSA:** Make sure the correct MSA number is listed. Errors occur when valid census tract numbers are listed for a county but the MSA number listed is actually for another county.

COUNTY MSA NUMBERS

| | | | |
|----------------|------|-----------------|------|
| Alameda | 5775 | San Diego | 7320 |
| Butte | 1620 | San Francisco | 7360 |
| Contra Costa | 5775 | San Joaquin | 8120 |
| El Dorado | 6920 | San Luis Obispo | 7460 |
| Fresno | 2840 | San Mateo | 7360 |
| Kern | 0680 | Santa Barbara | 7480 |
| Los Angeles | 4480 | Santa Clara | 7400 |
| Madera | 2840 | Santa Cruz | 7485 |
| Marin | 7360 | Shasta | 6690 |
| Merced | 4940 | Solano | 8720 |
| Monterey | 7120 | Sonoma | 7500 |
| Napa | 8720 | Stanislaus | 5170 |
| Orange | 5945 | Sutter | 9340 |
| Placer | 6920 | Tulare | 8780 |
| Riverside | 6780 | Ventura | 8735 |
| Sacramento | 6920 | Yolo | 9270 |
| San Bernardino | 6780 | Yuba | 9340 |

COUNTIES WITH NO MSA NUMBER ASSIGNED

| | |
|-----------|------------|
| Alpine | Mariposa |
| Amador | Mendocino |
| Calaveras | Modoc |
| Colusa | Mono |
| Del Norte | Nevada |
| Glenn | Plumas |
| Humboldt | San Benito |
| Imperial | Sierra |
| Inyo | Siskiyou |
| Kings | Tehama |
| Lake | Trinity |
| Lassen | |

If there are any questions regarding this form, credit unions may contact:

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 300 South Spring Street, Suite 15513
 Los Angeles, CA 90013
 (213) 897-2085
 FAX: (213) 620-2189