Interstate Land Sales Act Electronic Filing Instructions (pursuant to 12 CFR 1010.20(a))

Regulation J (12 CFR 1010) allows developers to file electronically Statements of Record and related amendments, annual reports, and requests to suspend an effective date[1]. Developers may now choose whether to submit these Interstate Land Sales Act (ILSA) filings on paper via U.S. mail or via electronic means designated on the ILSA program page of the Consumer Financial Protection Bureau's (CFPB) website.

The instructions set forth below explain how file by email. Statements of Record submitted to the CFPB via email, in compliance with 12 CFR 1010.20(a) and these instructions, need not comply with the requirements in § 1010.102(a), (g), and (h) relating to paper type, tabs, folding, and ordering.

To file registration materials by email, you will need to:

1. Convert all materials and payment receipt(s), if applicable, into portable document format (PDF) files[2],
    - Refer to the Appendix for file naming.

2. Attach the PDFs to an email,
    - Attachments may not exceed 25MB in total or the email will not be received.
    - If sending multiple emails, place the tracking indicator at the beginning of the subject line, for example "(1 of 4)"

3. Provide the subject line as follows: *tracking indicator, Interstate Land Sales Registration Program (ILSRP) number, Subdivision Name*
    - For example: (1 of 4) 99999 Subdivision Name
    - **NOTE:** Initial registrations will not have an ILSRP number until it is provided by the ILSA program office.

4. Include in the email the telephone number and email address for the sender, and

5. Send the email to: CFPB_ILSAProgramOffice@consumerfinance.gov.
    - Generally, within three business days, the ILSA program office will respond to confirm receipt of the email(s).

[1] 12 CFR § 1010.20(a).
[2] To obtain Adobe Reader, go to https://get.adobe.com/reader/ NOTICE: Before installing, carefully verify any automatically checked optional offers.

APPENDIX

File naming conventions (use as appropriate)

INITIAL REGISTRATION, CONSOLIDATION, AMENDMENT FILING

- letter.pdf
- paymentreceipt.pdf
- propertyreport.pdf
    - revisedpropertyreport.pdf (with tracked changes)
- aidstatements.pdf
    - revisedaidstatements.pdf (with tracked changes)
- Supporting documentation (attach each document separately)
    - The file name is the section and paragraph number
        - For example, when submitting an exact copy of the recorded plat, the file name is 1010.209(g).pdf
- affirmation.pdf

STATE CERTIFIED - INITIAL REGISTRATION, CONSOLIDATION, AMENDMENT FILING

- letter.pdf
- paymentreceipt.pdf
- statepropertyreport.pdf
- factsheet.pdf

ANNUAL FINANCIAL STATEMENTS

- financialstatements.pdf

ANNUAL REPORT OF ACTIVITY

- paymentreceipt.pdf
- YYYY_ARA.pdf
    - For example, 2026_ARA.pdf