



Alaska Mortgage Broker/Lender Branch Registration New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

Each company that is a mortgage broker/lender licensee or applicant is required to register each office, other than the main office identified in the application, whether located in Alaska or not, that is or will be conducting business with Alaska residents.

This license should only be applied for by a company that also holds or is applying for the Alaska Mortgage Broker/Lender License.

See Alaska Statutes (AS) under [Chapter 06.60 Alaska Secure and Fair Enforcement for Mortgage Licensing Act of 2010](#) and regulations (3 AAC 14) under [Alaska Administrative Code: Title 3, Chapter 14](#) for licensing authority.

Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage brokering, second mortgage brokering, first mortgage lending, second mortgage lending, foreclosure consulting/foreclosure rescue¹, home equity/lines of credit, reverse mortgage activities, high cost home loans, third party mortgage loan processing, third party loan underwriting, manufactured housing financing, lead generation, and mortgage loan modifications¹

Pre-Requisites for License Applications

- A Mortgage Broker/Lender License must be approved prior to a branch registration approval

The Alaska Division of Banking and Securities does not issue paper licenses for this license type.

Document Uploads

¹ Please inquire to mortgagelending@alaska.gov to ensure your business model under this activity fits under Alaska law
Updated: 01/01/2017

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Alaska Division of Banking & Securities* licensing staff by phone at [\(907\) 465-6339](tel:9074656339) or send your questions via email to mortgagelending@alaska.gov for additional assistance. Please send all information required outside of the NMLS to mortgagelending@alaska.gov.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
<input type="checkbox"/>	<p>Alaska License/Registration Fee: \$300</p> <p>Alaska Application Fee: \$200</p> <p>NMLS Initial Processing Fee: \$20</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
<input type="checkbox"/>	Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Names: If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Alaska does not allow more than 6 total of other trade names to be held or used.	NMLS
<input type="checkbox"/>	Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual who is in charge of the business operations of a branch office.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
<input type="checkbox"/>	<p>Lease Agreement Documents: Submit a copy of the signed lease agreement between the property owner and the branch authorizing it to work out of the physical location.</p> <p>The lease, sublease and written authorization to sublease from landlord should be included as applicable. These documents must be signed by a control person or authorized agent.</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <u>Document Uploads</u> section of the Branch Form (MU3).

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	Alaska Mortgage Broker/Lender Branch Registration	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		