



Company New Application Checklist Agency Requirements



CALIFORNIA DRE REAL ESTATE CORPORATION LICENSE ENDORSEMENT

Please note that the instructions below only pertain to the filing of a Company Form (MU1) for corporations. The designated broker officer and all additional licensed officers who perform MLO activities must file an Individual Form (MU4) through NMLS. The designated broker-officer must request sponsorship from the corporation before the corporation license endorsement will be approved.

The designated broker/officer must electronically submit Company Forms (MU1) on behalf of the corporation, as a **real estate corporation license type**. The designated broker/officer must list on the Company Form (MU1), each additional licensed officer and any control person(s) (MU2 filings) for the corporation. **Each additional licensed broker/officer must file an Individual Form (MU4), but should NOT file another MU1 for the corporation.**

Licensed corporations which intend to perform MLO licensed activities on behalf of the corporation from a branch office must first have a properly issued branch office license on file with DRE. The corporation must file Branch Form (MU3) in order for the branch office license endorsement to be issued. NMLS will charge a processing fee for the filing of each Branch location.

Corporations who employ salespersons or broker associates will need to [create a company relationship](#) and [request a sponsorship](#) prior to these employees performing residential mortgage loan activities.

Fees - \$300 plus \$100 NMLS processing fees. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person. Fees collected through the NMLS ARE NOT REFUNDABLE. For further information regarding [fees](#), please visit the DRE website.

Unlike the underlying real estate license, a corporation license endorsement which is issued prior to October 31st, of each year will be valid through December 31, and will need to be renewed annually thereafter, if desired. A branch license endorsement which is issued on or after November 1 will be valid through December 31 of the following year.

Use the checklist below to complete the requirements for California Department of Real Estate.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

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

Agency specific requirements marked **Attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Department of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008*

For Overnight Delivery:

*Department of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815*

NMLS **Company** Unique ID Number: _____

DRE License Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	CALIFORNIA DRE REAL ESTATE CORPORATION LICENSE ENDORSEMENT
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Other Trade Name: Licensed corporations are prohibited from using a fictitious business name or DBA(s) unless the DBA(s) have been issued on the DRE license. Therefore, please be advised that broker/officers may not list DBA(s) for the corporation in the "Other Trade Names" section of Form MU1 without having the DBA(s) properly registered with DRE. Corporation applicants must register DBA(s) prior to entering that information into NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p>Resident/Registered Agent: The Resident/Registered Agent section of the MU1 form should be completed with the information as on file with California Secretary of State.</p>
<input type="checkbox"/>	N/A	N/A	<p>Qualifying Individual: The designated broker/officer must be listed as the "Qualifying Individual" on Form MU1. The Qualifying Individual's business address must match the address listed as the "Main Address" on Form MU1 and the main office address as filed with DRE.</p>
<input type="checkbox"/>		N/A	<p>Control persons: (such as non-licensed officers and stockholders owning 10% or more of corporate stock) who are not licensed with DRE need only establish a base record account (MU2 filing) with NMLS, but do not need to create an MU4 filing.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p> <p>Regarding any criminal violation, include court of conviction, arresting agency, date of conviction, name of code violated, and code section(s) violated, disposition, and court case number. If you are unable to provide this information, provide all the requested information you can obtain, with an explanation for the missing information and an explanation of the circumstances surrounding the arrest or conviction. If the conviction status has been subsequently changed or reduced, indicate that fact and provide the date of the change.</p> <p><input type="checkbox"/> I have previously filed acceptable information to the Department of Real Estate in response to these questions, and NO NEW DISCLOSURE IS BEING MADE. I understand that DRE will review my responses in NMLS and compare these responses with existing DRE records.</p> <p>_____</p> <p>Printed Name Signature</p> <p>_____</p> <p>Date of Signature</p>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status & Deficiency Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.