



## Company New Application Checklist Agency Requirements



### KENTUCKY MORTGAGE COMPANY LICENSE

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location (authorized delegates are not considered a branch in NMLS) or individual; refer to the appropriate new application checklists.

Total License costs: \$850.00 including the NMLS processing fee.

**Fees collected through the NMLS ARE NOT REFUNDABLE.**

**Use the checklist below to complete the requirements for Kentucky Department of Financial Institutions.**

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.

#### Helpful Resources

- [Company \(MU1\) Form Filing Instructions](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual \(MU2\) Form Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

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 and Overnight Delivery  
Service:  
Kentucky Department of Financial Institutions  
Division of Non-Depository Institutions  
Mail Stop 2 SW 19  
500 Mero St.  
Frankfort, KY 40601*

NMLS **Company** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	KENTUCKY MORTGAGE LOAN COMPANY LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Company Form. Kentucky Department of Financial Institutions does not limit the number of dba's.
<input type="checkbox"/>	N/A	N/A	<b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with Kentucky Secretary of State.
N/A	N/A	N/A	<b>Qualifying Individual:</b> Qualifying Individual field does not require an individual, this field can be left blank on the NMLS Company Form.
<input type="checkbox"/>	N/A	N/A	<b>Credit Report:</b> Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide an explanation for any "Yes" response(s). A separate explanation and document upload is needed for each "Yes" response.</p> <p>Upload a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Financial Statements:</b> Upload an audited financial statement prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto.</p> <p><b>NOTE:</b> Financial statements are uploaded separately under <i>Financial Statement</i> section of the Filing tab. See the <a href="#">Financial Statement Quick Guide</a> for instructions.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Certificate of Authority/Good Standing Certificate:</b> Upload a state-issued document (typically by the state's Secretary of State office) demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.</p> <p>Upload this document in NMLS under the Document Type "Certificate of Authority/Good Standing Certificate" in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<b>Formation Document:</b> Upload a certified copy of:

FILED IN NMLS	ATTACHED	NOT APPLICABLE	KENTUCKY MORTGAGE LOAN COMPANY LICENSE
			<ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form).</li> </ul> <p>Upload this document in NMLS under the Document Type “Formation Document” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Organizational Chart/Description:</b> Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities. Upload his document in NMLS under the Document Type “Organizational Chart/Description” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p><b>Surety Bond.</b> Upload and mail an original Kentucky Mortgage Company bond in the amount of \$250,000.00 furnished by a surety company authorized to conduct business in Kentucky. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. <a href="#">Download Surety Bond form.</a></p> <p>Upload this document in NMLS under the Document Type “Surety Bond” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p> <p>Mail the original to the address listed above.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Personal Financial Statement:</b> For each 10% owner, submit current personal financial statement. This information should be sent directly to the address listed above.</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 Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact *Kentucky Department of Financial Institutions* licensing staff by phone at [502-782-9020](tel:502-782-9020) or send your questions via e-mail to [Emily.Clifford@ky.gov](mailto:Emily.Clifford@ky.gov) for additional assistance.

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.