This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location; refer to the appropriate new application checklist.

**Total License costs: $350**

Fees collected through the NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for Montana.**

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](#) 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](#).

You must email or mail the checklist below along with attached documents, if any, within 5 business days to the following address. If an applicant fails to provide the agency specific information within 60 days of submission of the application, the application will be deemed abandoned and withdrawn.

**For U.S. Postal Service:**

- **Division of Banking and Financial Institutions**
  - Escrow Licensing
  - P.O. Box 200546
  - Helena, MT 59620-0546
  - mortgagelicensing@mt.gov

**For Overnight Delivery:**

- **Division of Banking and Financial Institutions**
  - Escrow Licensing
  - 301 S. Park Ave, Suite 316
  - Helena, MT 59601
  - mortgagelicensing@mt.gov
**NMLS Company** Unique ID Number: __________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th><strong>MONTANA ESCROW BUSINESS LICENSE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Other Trade Name: DBA’s should be listed under Other Trade Names on the NMLS Company Form. The Montana Secretary of State does not limit the number of dba’s an entity can have, however, each dba must be registered with the Montana Secretary of State. If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the Certificate of Registration of Assumed Business Name from the Montana Secretary of State for each dba.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Montana Secretary of State.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Bank Account: Bank account information must be completed with company’s escrow accounts.</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Qualifying Individual: Montana does not require a qualified individual, this field can be left blank on the NMLS Company Form.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Certificate of Authority/Good Standing Certificate: Upload a Certificate of Fact or Certificate of Existence issued by the Montana Secretary of State demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.</td>
</tr>
<tr>
<td>☐</td>
<td>N/A</td>
<td>☐</td>
<td>Document Samples: Upload copies of documents used in the regular course of business in connection with certain license types as required by Montana (e.g. fee schedules, consumer disclosure forms).</td>
</tr>
</tbody>
</table>
| ☐            | N/A      | ☐             | Formation Document: Upload a certified copy of:  
  - The Corporate Charter or Articles of Incorporation (if a corporation),  
  or  
  - The Articles of Organization and Operating Agreement (if a Limited Liability Company),  
  or  
  - The Partnership Agreement (if a partnership of any form). |
| ☐            | N/A      | ☐             | Management Chart: Upload an organizational chart showing the applicant’s divisions, officers, and managers. |
**Organizational Chart/Description:** Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.

**Surety Bond:** Submit an Electronic Surety Bond (ESB) via NMLS in the amount of $100,000 for each escrow business. The ESB must be furnished and submitted by a surety company authorized to conduct business in Montana.

See the [ESB Adoption Table](#) and the [ESB for NMLS Licensees page](#) of the NMLS Recourse Center for more information.

The bond must be conditioned on the applicant conducting the escrow business in accordance with the requirements of law. All bonds must be renewed annually.

**Trust Account Authorization:** Upload authorization allowing examination of escrow accounts used for the purpose of holding funds belonging to others. [Click here for authorization form](#).

The Montana Division of Banking and Financial Institutions 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.

Mont. Code Ann. § 2-15-115 requires state agencies to place on an application form the estimated time it will take for an agency to process and act on a correctly completed application form. The agency average for all company applications is 40 days to act on a correctly completed application form.

**WHO TO CONTACT** – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.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.