New Application Checklist
Agency-Specific Requirements

NORTH CAROLINA EXCLUSIVE MORTGAGE BROKER LICENSE

Instructions:

Any person employed by an exclusive mortgage broker (EMB) who wishes to engage in the mortgage business as defined in G.S. § 53-244.030(11a) must hold an EMB license and a mortgage loan originator (MLO) license. Refer to the appropriate checklist for additional information.

An applicant shall have at least three years of experience in residential mortgage lending or comply with all of the following:

a) Act exclusively as a mortgage broker for a single mortgage lender licensee or single exempt mortgage lender for whom the broker shall be deemed an agent, who shall be responsible for supervising the broker as required by this Article and in accordance with a plan of supervision approved by the Commissioner.

b) Must hold a North Carolina MLO license.

Total license costs: $330.00 including the NMLS processing fee. All fees are collected through the NMLS and are non-refundable.

Applications not completed within 30 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a Withdrawn-Application Abandoned Status.

The agency-specific requirements identified 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:
NC Commissioner of Banks Office
  Mortgage Division
  4309 Mail Service Center
  Raleigh, NC 27699-4309

For Overnight Delivery:
NC Commissioner of Banks Office
  Mortgage Division
  316 W. Edenton St.
  Raleigh, NC 27603

Updated: 11/15/2016
NMLS Unique ID Number: ________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>NORTH CAROLINA EXCLUSIVE MORTGAGE BROKER LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
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<td>Surety Bond.  Provide an original Mortgage Broker Surety Bond in the amount of $75,000 furnished by a surety company authorized to conduct business in North Carolina. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Send the original bond to the NCCOB at one of the addresses above.</td>
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<td>EMB Applicant. Must apply simultaneously for both an EMB license and a mortgage loan originator license (Individual MU4 Form in NMLS). See mortgage loan originator new application checklist.</td>
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<td>Disclosure Questions. Provide a complete explanation and details of all events or proceedings for any “Yes” answer to the Disclosure questions. Details should include but are not limited to: court or jurisdiction, bankruptcy filing, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc. Upload a copy of any applicable orders or supporting documents in NMLS.</td>
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<td>Business Location. Please provide the address of your current business location.</td>
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Upon approval, you may print your license in NCCOB Online.

WHO TO CONTACT – Contact the NC Mortgage Licensing Division staff via email at Branch@nccob.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.