



Mortgage Company Amendment Checklist

Jurisdiction-Specific Requirements



NEVADA MORTGAGE COMPANY LICENSE

Instructions:

The following changes to a record in NMLS require a 30 Day advance change notification; submit an advance change notice (ACN) in NMLS and see the advance change notice checklist below for additional details:

- Addition of a Control Person
- Change of Control (cumulative 25% or more)
- Change of Legal Name
- Adding or Removing a Fictitious Name
- Change in Legal Entity Status

The following changes to a record in NMLS require a 15 Day advance change notification; submit an advance change notice in NMLS and see the advance change notice checklist below for additional details:

- Change of Address
- Change of Ownership (5% - 24%)

The following changes to a record in NMLS do not require an advance change notification. However, approval must be obtained; see the additional amendment items checklist below for further details: see the additional amendment items checklist below for additional details:

- Addition or Removal of Branch Locations
- Change of Qualified Employee
- Change in Disclosure Questions
- Change of Electronic Mail Address

Fees:

All fees collected ARE NOT REFUNDABLE.

- Change of Control or Ownership - \$500
- Change of name or address - \$10
- To obtain a duplicate license - \$10
- FBI Criminal Background Check Authorization Fee: \$36.25 per control person.

How to submit Agency specific documents:

1. If required to upload document(s) on NMLS for an advance change notice:
 - a. In the NMLS document upload section, select "Advance Change Notice" (ACN) for document type.
2. If required to submit document(s) outside of NMLS:
 - a. Mail the document(s) along with the checklist within 5 business days of the amendment to the following address:

For U.S. Postal Service:
**Division of Mortgage Lending
Licensing Office**
1830 College Parkway, Suite 100
Carson City, NV 89706

For Overnight Delivery:
**Division of Mortgage Lending
Licensing Office**
1830 College Parkway, Suite 100
Carson City, NV 89706

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Change of Control: At least 30 days before any transfer, sale or conveyance of ownership interest that will result in giving a person, directly or indirectly, the power to direct the management and policy of a mortgage company; or a transfer of 25 percent or more cumulative ownership interest of a mortgage company, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Submit a written request on company letterhead providing details of the change of control. • Submit appropriate Change of Control application. • Submit appropriate fees. <p>Note: Control Persons must also be reported on the Individual (MU2) form. Background reports are required through NMLS for this change with the Change of Control application if applicable.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS. A \$36.25 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> • A Control Person means: (a) An executive officer, officer, director, general partner, partner, trustee, managing member, member, or shareholder of a mortgage company, licensee or applicant; or (b) A person who is authorized to participate in direct or indirect control of the management or policies of a mortgage company, licensee or applicant. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> • An Executive Officer means an officer, manager, partner or managing member of a mortgage company, licensee or applicant. The term includes, without limitation, a chief executive officer, president, vice president, chief financial officer, chief operating officer, chief legal officer, controller or compliance officer, or a natural person who holds any similar position. <p><i>Shareholders</i></p> <ul style="list-style-type: none"> • A Shareholder includes (1) any person that owns, or is authorized to vote directly or indirectly, any percentage of class

			<p>of voting securities or voting interest of a mortgage company, applicant or licensee if the mortgage company, applicant or licensee has fewer than 20 stockholders or owners, or (2) Any person that owns, or is authorized to vote directly or indirectly, 10 percent or more of a class of voting securities or voting interest of a mortgage company, applicant or licensee if the mortgage company, applicant or licensee has 20 or more stockholders or owners.</p> <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Credit Report: Each control person is 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 a company can be filed through NMLS.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Non-COC Transfer: At least 15 days before any transfer of 5 percent or more of ownership interest, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Submit a written notification on company letterhead providing details of the transfer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Change of Legal Name: At least 30 days before a change to a Licensee's legal name, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Submit a formal request outlining the change on company letterhead signed by an officer of the company. • Submit a copy of the amended name filing(s) with the state of formation and the Nevada Secretary of State. • Fees will be charged through NMLS. • Return the current original license • Updated Surety Bond Rider: <ul style="list-style-type: none"> ○ If you use have an Electronic Surety Bond in NMLS, contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process. ○ If you DO NOT have an ESB in NMLS, you must convert your existing surety bond to NMLS via the submission of an ESB. To convert to ESB, you must first grant authority to your surety bond producer in NMLS and then contact their surety bond producer to prepare their ESB. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Addition or Removal of Other Trade Names: At least 30 days before the addition or removal of an assumed or fictitious or other trade name, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Submit a formal request outlining the change on company letterhead signed by an officer of the company. • Submit a copy of the fictitious or assumed name filing approved by the applicable local jurisdiction. • Return the current original license. • Appropriate fees will be charged through NMLS with the exception of a fictitious business name removal. • Updated Surety Bond Rider: <p>Note: A licensee may have one assumed or fictitious name per license. If a licensee wants to conduct business using additional assumed or fictitious names, a separate license must be applied for and obtained under each additional assumed or fictitious name.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Change of Legal Status: At least 30 days before a change to a licensee's legal status, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Submit copies of the formation or conversion documents. • Return the current original license if the company's name will be amended.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Change of Principal Address: At least 15 days before a change to a licensee's principal location address, update the licensee's NMLS record with the new address.</p> <ul style="list-style-type: none"> • Complete and submit the change of address form. Click here to download. • Return the current original license. • Submit a copy of the fully executed lease. • Appropriate fees will be charged through NMLS.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ADDITIONAL AMENDMENT ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Change to Qualified Employee: A licensee may amend the qualifying individual/qualified employee (QE) for the MU1 office in NMLS.</p> <p>A Qualified Employee must;</p> <p>(a) be licensed in good standing as a mortgage loan originator,</p> <p>(b) be designated by the mortgage company to act on behalf of the mortgage company and to supervise the conduct of the business of the mortgage company and the mortgage loan originators and other staff members employed by the mortgage company at the licensed location,</p> <p>(c) be present at the licensed office location for which he or she is the qualified employee the majority of the time that the office is open to the public, and</p> <p>(d) provide proof of 24 months verifiable experience in the business of lending money for real estate or mortgages within the last five years.</p> <p>If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Mail the designation of QE form with required attachments directly to the address above.</p> <p>Click here to download form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Change to Disclosure Questions: Provide complete details of all events or proceedings for any "YES" answer to any of the disclosure questions for the Company or any new Control Person. Upload a copy of any applicable order or supporting documents in NMLS.</p>

WHO TO CONTACT – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send questions via e-mail to mldinfo@mld.nv.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THE APPLICANT/LICENSEE IS AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.