



## Mortgage Company Branch New Application Checklist Agency Requirements



### NEVADA MORTGAGE COMPANY BRANCH

This document includes instructions for a branch new application request (authorized delegates are not considered a branch in NMLS). If a new application for a company location or individual needs to be completed, refer to the appropriate new application checklists.

Total License costs: \$420.00 including the NMLS processing fee. Fees collected through NMLS ARE NOT REFUNDABLE.

The Division charges an assessment for each license to cover the costs associated with the employment of the Division's CPA and for services provided to the Division by the Nevada Attorney General's Office. The assessment amounts may change annually.

Any office location, other than the principal/main office licensed under the Company Form (MU1), from which the person will conduct Nevada related mortgage company activity, must submit the Branch Form (MU3) to obtain a license. At initial filing of the Company Form (MU1), an applicant may submit application for as many branch locations as it intends to operate in Nevada.

#### **Use the checklist below to complete the requirements for the Division of Mortgage Lending.**

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

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

Agency-specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable by 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 upload on the checklist below must be received electronic submission of the application.

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEVADA MORTGAGE COMPANY BRANCH
<input type="checkbox"/>	N/A	N/A	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.
<input type="checkbox"/>	N/A	N/A	<b>Branch Manager:</b> When completing the “branch manager” section of the MU3 form, list the designated Qualified Employee. This individual must complete the MU2/ MU4 form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide complete details of all events or proceedings for any “YES” answer to any of the disclosure questions for the Company and/or Qualified Employee. Upload a copy of any applicable order or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	<p><b>Qualified Employee:</b> Complete and upload the Designation of Qualified Employee form with required attachments.</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 office,</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,</p> <p>(d) provide proof of 24 months verifiable experience in the business of lending money for real estate mortgages within the last 5 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>Upload the designation of QE form to the “Designation of Qualified Employee” section of the MU3. Click <a href="#">here</a> to download form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Local Business License:</b> For Nevada locations, provide a copy of an appropriate municipal business license for the company, if applicable, or a date stamped application for such business license evidencing it has been filed with the municipality. Upload to the “Additional Requirements” section.
N/A	N/A	<input type="checkbox"/>	<p><b>REQUEST FOR LOCAL BUSINESS LICENSING FILING APPROVAL:</b> The applicant requests a memorandum to accommodate filing with the local municipality. This memo will be provided once the application has been conditionally approved.</p> <p><input type="checkbox"/> YES                      <input type="checkbox"/> NO</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEVADA MORTGAGE COMPANY BRANCH
<input type="checkbox"/>	N/A	N/A	<p><b>Office Lease:</b> Attach or upload a fully executed lease in the company's name for the office location to be licensed. Leases must be executed by an officer of the company.</p> <p> this document to the "Branch Written Agreement" section of the Branch (MU3) Form.</p>

The regulator will review the filing and all required documents and communicate through NMLS. To review an application 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 the Division of Mortgage Lending licensing staff by phone at 775-684-7060 or send questions via e-mail to [mldlicensing@mld.nv.gov](mailto:mldlicensing@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 APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AN APPLICATION THROUGH THE NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.