



**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: \$520.00 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, the documents that must be uploaded into NMLS, and the documents that must be sent outside 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 **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of the application through the NMLS at the following:

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 **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEVADA MORTGAGE COMPANY BRANCH
<input type="checkbox"/>	N/A	N/A	Submission of Branch Form (MU3): 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	Branch Manager: When completing the “branch manager” section of the MU3 form, list the designated Qualified Employee. This individual must complete the MU2 and MU4 forms.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p>Qualified Employee: 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 two years 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 directly to the address listed above and/or upload to NMLS. Click here to download form.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Local Business License: 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.
N/A	N/A	<input type="checkbox"/>	<p>REQUEST FOR LOCAL BUSINESS LICENSING FILING APPROVAL: 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>
<input type="checkbox"/>	N/A	N/A	Office Lease: Upload a fully executed lease in the company’s name for the office location to be licensed.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEVADA MORTGAGE COMPANY BRANCH
			<input type="button" value="Upload"/> this document as the “Branch Written Agreement” document type in the <i>Document Uploads</i> section of the Branch Form (MU3).

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 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 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.