



NY Exempt Mortgage Banker Branch License-MH Amendment Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, New York State Department of Financial Services (“Department”) requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact New York State Department of Financial Services: Attention: Exempt Mortgage Banker Processing Unit licensing staff by sending your questions via email to Mortgage.Banker@dfs.ny.gov for additional assistance.

For U.S. Postal Service:

*New York State Department of Financial Services
Attention: Exempt Mortgage Banker Processing Unit
One State Street
New York, NY 10004*

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT

Complete	NY Exempt Mortgage Banker Branch License-MH Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Branch Address: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 days' notice must be provided for this change.</p> <p>Note: Exemption will not be issued for residential properties used primarily as the home of an employee of the company. Also, the Department can deny your request if it determines that (1) the requested address is currently registered to another entity; or (2) was occupied by another entity less than six months prior to your application; or (3) branch manager is sponsored by another company; or (4) supplemental documents are not properly executed.</p>	NMLS
Note	<p>Change of Branch Address: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p>Lease Agreement Documents: Provide copies of leases, subleases and/or lease assignment, if applicable, for the proposed branch</p> <p>Leases and/or subleases, if applicable, must meet the following criteria:</p> <ul style="list-style-type: none"> • Fully executed in the name of the applicant and signed by an officer of the applicant. Signature line must include printed name and title of the individual officer executing the document. • Lease terms must be for at least 6 months. Month-to-month leases and License Agreements are not accepted • All subleases or lease assignments must be accompanied by a fully executed copy of the main lease. • If required by the main (master) lease, a copy of the landlord consent to the sublease or lease assignment must be submitted. • Unless the applicant occupies the entire building or floor, the lease and/or sublease must include the suite number. <p>Note: The Department does not accept License or Membership Agreements for executive office suites. Also, if the proposed location is under an Executive Office Suite arrangement, the lease or sublease must grant exclusive use of the proposed office space to the registrant.</p>	<p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>
<input type="checkbox"/>	<p>Cover Letter: Submit a cover letter on company letterhead signed by an owner, officer or designated contact on file with the Department. The letter must include information on the branch manager's responsibilities, method of compensation and calculation of compensation. If the branch manager compensation varies or the branch manager receives a percentage of profit, include a description of how such compensation is calculated.</p>	Mail to The Department
<input type="checkbox"/>	<p>Photographs: Provide interior and exterior photographs of the proposed location. Exterior photographs must reflect the building address and capture a majority of the building's front exterior.</p>	Mail to The Department

Complete	NY Exempt Mortgage Banker Branch License-MH Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Out of State Branch Locations: If the proposed branch office is located outside the State of New York, provide a written description of how the proposed branch will transact business with New York consumers. The submitted information must address how branch personnel solicit potential borrowers for New York property (e.g., face-to-face interactions, internet, mass mailings, e-mails, telephone, advertisements, etc.) and the manner in which disclosures and mortgage documents are transmitted between the borrower and branch personnel. If the internet will be used, please provide the domain name.</p> <p>Note: The domain name must be separately authorized by the Department</p>	Mail to The Department

Complete	NY Exempt Mortgage Banker Branch License-MH Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days' notice must be provided for this change. When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</p>	NMLS
Note	<p>Addition of Other Trade Name Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p>Other Trade Names: If operating under an "Other Trade Name", upload a file-stamped copy of the Certificate of Assumed Name from the Secretary of State of New York regarding ability to do business under that trade name. The Department does not separately approve "other trade names" for branch offices. Please ensure that the name is also associated with the Company's MU1 filing.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NY Exempt Mortgage Banker Branch License-MH Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days' notice must be provided for this change.</p> <p>Note: If the Other Trade Name being deleted from the Branch Form (MU3) will</p>	NMLS

Complete	NY Exempt Mortgage Banker Branch License-MH Deletion of Other Trade Name Amendment Items	Submitted via...
	no longer be in use by the company, it must also be deleted from the Company Form (MU1).	

Complete	NY Exempt Mortgage Banker Branch License-MH Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Branch Manager: Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p> <p>The designated branch manager must be a licensed mortgage loan originator in New York State. An Individual Form (MU4) must be completed for each branch manager.</p> <p>Note: An ACN is not required for a change of the branch manager. However, all such changes must be communicated to the Department within 10 days of such change.</p>	NMLS
Note	<p>Change of Branch Manager Fee: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	Credit Report for Branch Manager: \$15 per branch manager person	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report: Individuals in a position of control are 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 your company can be filed through NMLS.	NMLS
Note	Additional MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize an additional FBI criminal background check (CBC) through NMLS as part of the Branch Form (MU3). The designated branch manager must be a licensed MLO in New York State, which required the authorization of an FBI CBC through the Individual Form (MU4).	N/A
<input type="checkbox"/>	Cover Letter: Submit a cover letter on company letterhead signed by an owner, officer or designated contact on file with the Department. The letter must include a statement that a new branch manager has been designated. Also, include the NMLS number for the respective branch office and the address of the branch office. You must include information on the branch manager's responsibilities, method of compensation and calculation of compensation. If the branch manager compensation varies or the branch manager receives a percentage of profit, include a description of how such compensation is	Mail to The Department

Complete	NY Exempt Mortgage Banker Branch License-MH Change of Branch Manager Amendment Items	Submitted via...
	calculated.	

Complete	NY Exempt Mortgage Banker Branch License-MH Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS