



OH Residential Mortgage Lending Act Certificate of Registration Transition Checklist (Company and Branches)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required to ADD/TRANSITION this License?

A Company that holds an Ohio General Loan Law Certificate of Registration (GLL Certificate) but does not hold an Ohio Residential Mortgage Lending Act Certificate of Registration (RMLA Certificate) that engages in residential mortgage business must “Add” an RMLA Certificate of Registration for the main office and all branches via TRANSITION in NMLS in order to do any of the following:

- Seek licensure via renewal to engage in any residential mortgage business, as defined in the RMLA, on or after January 1, 2019.
- Sponsor a new MLO during 2018.
- Submit a Company or Branch amendment during 2018, if the company engages in any residential mortgage business, as defined in the RMLA.
- Register a Branch during 2018, if the company engages in any residential mortgage business, as defined in the RMLA.

For more information on why this transition process is necessary please see H.B. 199 available at <https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA132-HB-199>

and the Division’s initial guidance concerning implementation of the new law available at https://www.com.ohio.gov/documents/fiin_HB199guidance.pdf.

The Division, working with NMLS, has created a [transition process](#) for GLL Certificate holders to obtain RMLA Certificates without any fee to the Division and with minimal licensing requirements to facilitate transition to the new law. Entities that need an RMLA Certificate in 2019 that currently hold only a GLL Certificate should request an RMLA Certificate for the main office and all branch locations on or before June 30, 2018 to provide sufficient time for the Division to resolve transition issues before the renewal period begins. Entities that do not request the RMLA Certificate via transition on or before June 30 take on the risk that the Division will not be able to resolve licensing issues and obtain necessary licenses for that entity before the licensing year of 2019 begins.

Transition Instructions:

For transition instructions, please click [here](#).

License Fee:

Transition Code to waive the Ohio fee (NMLS fee cannot be waived):

Company: **OH-C-01020**

Branch: **OH-B-01020**

Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage lending
- Second mortgage lending
- Manufactured housing financing
- Reverse mortgage lending
- Lead generation
- Mortgage loan modifications

Who is NOT Required to TRANSITION This License?

- Any company that already holds an RMLA Certificate of Registration.
- Any GLL company that will only conduct non-mortgage consumer loan activity after December 31, 2018.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	OH Residential Mortgage Lending Act Certificate of Registration	Submitted via...
<input type="checkbox"/>	<p>OH License/Registration Fee: \$0</p> <p><u>MUST USE TRANSITION CODE to waive Ohio's registration fee:</u></p> <p style="padding-left: 40px;">Company: OH-C-01020</p> <p style="padding-left: 40px;">Branch: OH-B-01020</p> <p>NMLS Initial Processing Fee: \$100 Company \$20 per Branch</p> <p>Note: Please click here for Transition Instructions.</p>	<p>NMLS (Filing submission)</p>

REQUIREMENTS COMPLETED IN NMLS

Complete	OH Residential Mortgage Lending Act Certificate of Registration	Submitted via...
<input type="checkbox"/>	<p>Submission of Company Form (MU1) and Branch Form (MU3): Complete and submit the Company Form (MU1) and any/all Branch Forms (MU3), as appropriate in NMLS. This form serves as the application for the transition process through NMLS.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) and must match the information currently on record with the Ohio Secretary of State.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. Primary Company Contact. 2. Primary Consumer Complaint Contact. 3. Primary Company Pre-Exam Contact. 	<p>NMLS</p>
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</p>	<p>NMLS</p>

<input type="checkbox"/>	<p>Surety Bond: Upload in NMLS an updated surety bond or bond rider furnished by a surety company authorized to conduct business. The new bond or bond rider must state that the bond covers all mortgage activities conducted under the former Ohio Mortgage Loan Act (ORC 1321.51-1321.60) and under the new Ohio Residential Mortgage Lending Act (ORC Chapter 1322, effective as of 3/23/2018) as amended by House Bill 199. The name of the principal insured on the bond must match exactly the full legal name of the company, including any Other Trade Names. Click here to access the form.</p> <p>This document should be named <i>RMLA Surety Bond</i>.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Ohio Attestation. Download, execute, and submit to the Division. Click to download form.</p> <p>This document should be named <i>RMLA Ohio Attestation</i>.</p>	<p>Upload in NMLS: Upload in NMLS under <u>Company Staffing and Internal Policies</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Deed/Lease/sublease. Upload in NMLS a copy of the Deed/Lease/Sublease. If a residence, upload in NMLS proof that business can be conducted at that location, i.e., no deed restrictions and the location is properly zoned.</p> <p>This document should be named <i>RMLA Location Documents</i>.</p>	<p>Upload in NMLS: Upload all documents in NMLS under Company Staffing and Internal Policies in the Document Uploads section of the Company Form (MU1) or Branch Form (MU3), as applicable.</p>
<p>Note</p>	<p>Bank Account: Bank account information is not required. The Bank Account section of the Company Form (MU1) can be left blank.</p>	<p>N/A</p>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	OH Residential Mortgage Lending Act Certificate of Registration	Submitted via...
<p>No items are required to be submitted outside of NMLS for this license/registration at this time.</p>		

REQUIREMENTS SUBMITTED DURING RENEWAL FOR 2019

****This information is NOT required for the registration transition, but WILL be required during the renewal for the 2019 Calendar Year.**

Complete	OH Residential Mortgage Lending Act Certificate of Registration	Submitted via...
<input type="checkbox"/>	<p>Qualifying Individual/Operations Manager: Each mortgage company must designate an “operations manager” (OM) who must be a licensed mortgage loan originator in Ohio, be listed as a qualifying individual on Form MU1. Provide a resume with detailed job descriptions and duties performed to show experience that meets the requirements contained in ORC 1322.12. In particular, the experience must include “at least three years of experience as a mortgage loan originator or registered mortgage loan originator.”</p> <p>Upload in NMLS any additional proof of industry experience (such as IRS Employment Records that match the candidate’s employment history) under <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2/MU4).</p>	NMLS