



OH Residential Mortgage Lending Act Letter of Exemption New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required to Have This License?

This approved exemption is required for each location of an office to be maintained by the organization other than the main office identified on the MU1 filing. Please refer to Ohio Revised Code Chapter 1322 (the Ohio Residential Mortgage Lending Act) for more information.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU3) 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 branch 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

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Description and Examples](#)
- [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 .

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE EXEMPTION 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.

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

Complete	OH Residential Mortgage Lending Act Letter of Exemption Branch	Submitted via...
<input type="checkbox"/>	OH License/Registration Fee: \$350 NMLS Initial Processing Fee: \$20	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	OH Residential Mortgage Lending Act Letter of Exemption Branch	Submitted via...
<input type="checkbox"/>	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.	NMLS
<input type="checkbox"/>	Branch Manager: A branch manager is to be designated for all locations registered via a Branch Form (MU3). For purposes of Ohio, this individual may be the “Qualifying Individual” on Company Form (MU1), also known as the “operations manager” under Ohio law.	NMLS
<input type="checkbox"/>	Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Branch Form (MU3). The Ohio Division of Financial Institutions does not limit the number of other trade names; however, the trade, fictitious or assumed name must be on file with the Ohio Secretary of State’s Office.</p> <p>Note: If the other trade name is used by ALL company locations, enter the other trade name in the <i>Other Trade Name</i> section of the Company (MU1) Form and Branch (MU3) Form. If the other trade name is only used by the branch, enter the other trade name in the <i>Other Trade Name</i> section of the Branch (MU3) Form.</p>	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	OH Residential Mortgage Lending Act Letter of Exemption Branch	Submitted via...
<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).</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

Complete	OH Residential Mortgage Lending Act Letter of Exemption Branch	Submitted via...
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No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

No items are required to be submitted outside of NMLS for this license/registration at this time.