Instructions

1. Amendments to your record that can be made through NMLS. The documentation to support these changes is required to be submitted to the agency within 5 business days of submission of your amendment filing through NMLS.
   a. Change of Address
   b. Change of Trade Names
   c. Change of Branch Lending Manager

2. To amend your MU3 or MU2 Form in NMLS, enter the Filing Tab, the appropriate MU Form, create a new filing, enter the section of the form that requires amendment, make the appropriate changes, proceed to the complete and submit field, and attest to all changes.

3. There are no charges for amendments through NMLS, however there may be charges associated with a change in Lending Manager if a sponsorship request is involved.

4. To add a trade name in the Other Trade Name section on the MU3 form, a license for the trade name must first be submitted under the MU1 filing and hold an approved status.

5. All fees collected through the NMLS ARE NOT REFUNDABLE.

6. Any Change of Name must also be reported on the applicable Form MU1.

7. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

   For U.S. Postal Service:  
   Utah Division of Real Estate  
   PO BOX 146711  
   Salt Lake City, UT 84114-6711

   For Overnight Delivery:  
   Utah Division of Real Estate  
   160 E 300 S 2nd Floor  
   Salt Lake City, UT 84111
NMLS Unique ID Number: ____________________________
Applicant Legal Name: __________________________________________

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<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
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<td>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the Branch Manager.</td>
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WHO TO CONTACT – Contact Utah Division of Real Estate licensing staff by phone at 801-530-6297 or send your questions via e-mail to realestate@utah.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.