This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual, refer to the appropriate new application checklists.

Note: The company (corporate location) must request a new application or have an approved entity license prior to the submission of a branch form.

Total License costs: $245 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for UTAH-DRE

The checklist provides instructions and requirements for information to be entered in NMLS or documents that must be uploaded into NMLS. There are no documents that need to be sent outside NMLS.

For help with the NMLS application, see the Quick Guide for submitting a complete Branch Form through NMLS

Agency specific requirements marked Filed in NMLS must be completed and/or uploaded in NMLS; this information will not be viewable to 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 the following 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
Salt Lake City, UT 84111
NMLS Branch Unique ID Number: ____________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>UTAH-DRE MORTGAGE BRANCH OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Branch Manager: A licensed Lending Manager must be designated as the Branch Manager for each licensed location. The Lending Manager serving as the Principal Lending Manager for the company may not also serve as the Branch Manager. (See Lending Manager New Application Checklist for requirements and filing instructions for this license.) Branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</td>
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<td>Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</td>
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<td>DBAs: If the branch will be operating under dbas (other trade names), the name(s) must be listed in the Other Trade Name section on the branch form and a license must be filed through the company entity filing.</td>
</tr>
</tbody>
</table>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your 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 Utah Division of Real Estate licensing staff by phone at 801-530-6747 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 APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.