Instructions

1. Amendments to your record that can be made through NMLS are detailed below. 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. A Change of Ownership
   b. Change of Address
   c. Change of Name
   d. Change of Other Trade Names
   e. Change of Qualifying Individuals
   f. Change of Principal Lending Manager

2. To amend your MU1 or MU2 Form in NMLS, enter the Filing Tab, select 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, attest to all changes, and submit the filing.

3. There are no charges for amendments through NMLS, however there may be a charge associated with changing the Principal Lending Manager if a change of status is involved. See the appropriate Lending Manager Amendment document for this process.

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

5. Any change in Control Persons must also be reported on Form MU2.

6. Supporting documentation as noted in the checklist must be provided along with this checklist 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 84114
NMLS Unique ID Number:  ________________
Applicant Legal Name:  ______________________________________

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<thead>
<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
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<tbody>
<tr>
<td>☐</td>
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<td>NOTARIZED LETTER. A notarized letter on company letterhead authorizing the Principal Lending Manager to use the company name must be submitted with a change in ownership or a change in the PLM.</td>
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<td>CERTIFICATE OF EXISTENCE. Each entity must submit a Certificate of Existence from the Utah Division of Corporations at <a href="http://www.corporations.utah.gov">http://www.corporations.utah.gov</a> for a change in name or a new dba.</td>
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<td>☐</td>
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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 company, any new Control Person, or any new Manager.</td>
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**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 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.