This document includes instructions and requirements for a Washington Mortgage Broker application. This license is for companies, not individuals. The license description provides details on business activities requiring the Mortgage Broker License.

- Before applying, the company must obtain proper registration with Washington agencies outside DFI.
  - Washington Secretary of State: You will need to receive a corporate registration
  - Washington Business License Services: You will need to receive a Business License

- Applicants must have a Washington licensed and sponsored MLO in place before a company license can be issued.

- Total License costs: $1,001 including the NMLS processing fee. Control people must also complete a Criminal Background Check ($36.26 per person) and credit report authorization ($15 per person) through NMLS. Fees collected through the NMLS ARE NOT REFUNDABLE.

- You are responsible for reviewing the Washington Mortgage Broker Practices Act (RCW 19.146) and accompanying rules (WAC 208-660) to ensure familiarity and compliance.

The checklist below includes requirements for a Washington Mortgage Broker application. It is critical to provide every applicable item with your initial application to Washington DFI.

A complete Washington Mortgage Broker application consists of items which fall into 4 categories:

1. Information typed in NMLS
2. PDF documents uploaded in NMLS
3. Electronic Surety Bond
4. Original documents mailed to Washington DFI

For help submitting the application in NMLS, use the Quick Guide for submitting a complete Company Form.

For help uploading documents in NMLS, use the Quick Guide for document upload in NMLS. Documents uploaded cannot be seen by Washington DFI until the application is submitted in NMLS.

Original documents, marked “attached” on the checklist below, must be received, along with the checklist within 5 business days of the electronic submission of your application through NMLS at the following:

For U.S. Postal Service:
Department of Financial Institutions
Division of Consumer Services
PO Box 41200
Olympia WA 98504-1200

For Overnight Delivery:
Department of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501

Contact DFI’s Accessibility Coordinator at accessibility@dfi.wa.gov or (360) 902-0506 to obtain this document in an alternative format.
**Applicant NMLS Number:** ____________________

**Applicant Legal Name:** ____________________

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<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>WASHINGTON MORTGAGE BROKER LICENSE</th>
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<tr>
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<td><strong>Pre-license requirements:</strong> The company must obtain proper registration with WA agencies outside DFI.</td>
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<td>• <strong>Washington Secretary of State</strong> You will need to receive a corporate registration</td>
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<td>• <strong>Washington Department of Revenue</strong> You will need to verify your account is ‘open’</td>
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### INFORMATION TYPED IN NMLS

- **Other Trade Name:** Type the name(s) your company uses to conduct business, other than its legal name, in Other Trade Names. You cannot use a trade name which is similar to another existing licensee’s name.

- **Web Addresses:** Type all websites for your company in Web Addresses, including those used to solicit customers. Per WAC 208-660-446, the main page of your websites must contain all of the following:
  - Applicant’s legal name
  - Applicant’s NMLS number
  - A link to NMLS Consumer Access

  If your company uses a trade name on its website(s), you must also list your company’s corporate name on the main page of your website(s).

- **Resident/Registered Agent:** Type your company’s Registered Agent information as reported to the Washington Secretary of State.

- **Qualifying Individual:** Type the name of your company’s Designated Broker in the Qualifying Individual section and select Washington.

- **Disclosure Questions:** Type an explanation for any “yes” answer to the disclosure questions. Type a separate explanation for each event. Upload all supporting documents, in PDF form, for each event.

- **MU2 Individual FBI Criminal Background Check (CBC) Requirements:** Authorize a CBC and add “Agency Access” through submission of the Company Form (MU1) and Individual Form (MU2) for the following individuals:
  - Any individual listed in the Direct Owner/Executive Officer section

  After submission of the company form, schedule an appointment to be fingerprinted if new prints are required, or take no additional action if able to ‘Use Existing Prints’ to process CBC.

  Your fingerprints will be used to check the criminal history records of the FBI for purposes of determining your suitability for licensure. By authorizing a CBC, you are consenting to this use.

  See [Completing the CBC Process for MU2s Quick Guide](#).

- **MLO Sponsorship:** Submit a sponsorship in NMLS for an individual who holds or is applying for a WA MLO License.
## PDF Documents Uploaded in NMLS

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<td><strong>Organizational Chart:</strong> Upload an organizational (ownership) chart if your company is owned, in full or in part, by another entity. The upload should be under the document type Organizational Chart/Description.</td>
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<tr>
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<td></td>
<td><strong>Management Chart:</strong> Upload an organizational chart showing the company's divisions, officers and managers. The upload should be under the document type Management Chart.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Business Plan:</strong> Upload your company's business plan outlining marketing strategy, products and target markets. The upload should be under the document type Business Plan.</td>
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<tr>
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<td><strong>Non-US Citizens:</strong> Upload the document authorizing work in the US for any control person in the “Direct Owner/Executive Officer” section who is not a US citizen. The upload should be under the document type Legal Name/Status Documentation of the Individual Form (MU2 or MU4).</td>
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## Electronic Surety Bond

|   |   | **Surety Bond:** Submit an Electronic Surety Bond via NMLS in the amount of $20,000 furnished & submitted by a surety company authorized to conduct business in Washington. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information. |

## Original Documents Mailed to WA DFI

|   |   | **Trust Accounting:** Review RCW 19.146.050 and WAC 208-660-410 before sending one of these forms:  
|   |   | • Use the “Certificate of Compliance and Authorization to Examine Trust Accounts” form to report each trust account used with WA loans. The trust account(s) must be located at a federally insured depository institution in Washington. You complete the top portion of the form, have the bank complete the bottom portion and the bank notarizes it.  
|   |   | • Use the “Alternative Certificate of Compliance” form if you intend NEVER (not even reimbursement at closing) to accept monies on behalf of borrowers for the payment of third party service providers. |
|   |   | **Activity Declaration:** Mail the original Activity Declaration form completed by an individual who is listed in the Direct Owner/Executive Officer section of the Company Form (MU1). |
|   |   | **Designated Broker:** Mail the Designated Broker Registration Checklist and attachments along with your Mortgage Broker Checklist and attachments. |

**WHO TO CONTACT** – For Washington specific questions concerning licensure, contact DFI at 360-902-8703 options 2, 3, 1.

**BEFORE SUBMITTING THE APPLICATION FILING** – ONLY EMPLOYEES OF THE APPLICANT CAN ATTEST AND SUBMIT COMPANY FILINGS. THIRD PARTIES MAY ASSIST WITH PREPARING THE FILING, BUT MAY NOT ATTEST AND SUBMIT IT.
WASHINGTON MORTGAGE BROKER TRUST MONIES
ALTERNATIVE CERTIFICATE OF COMPLIANCE

To: State of Washington
   Department of Financial Institutions
   Division of Consumer Services

For: ________________________________

I, the undersigned, designated broker of the above listed entity, an applicant for licensing under chapter 19.146 RCW, The Mortgage Broker Practices Act (the “Act), certify that I have read and understand RCW 19.146.050 and WAC 208-660-410, containing the requirements for the management of borrowers’ funds. I realize that any violation of this section of the Act is a Class C Felony.

I further warrant that the above company and its principals, mortgage brokers, employees, loan originators, and independent contractors will not, at any time, up to and including the closing of a loan and disbursement of any monies associated with the loan, accept monies from a borrower, or from a third-party (e.g., an escrow agent) on behalf of a borrower, for the purposes of payment for services (e.g., an appraisal or credit report) provided by third parties.

______________________________  ______________________________  ________________
signature of designated broker       print designated broker name       date

THIS FORM REQUIRES NOTARIZED SIGNATURE

Signed and sworn before me by: ________________________________

______________________________
signature of notary public

Notary Public in and for the
State of ________________________________
County of ________________________________
My appointment expires: ________________

Update: 7/6/2017
WASHINGTON MORTGAGE BROKERS
CERTIFICATE OF COMPLIANCE AND
AUTHORIZATION TO EXAMINE TRUST ACCOUNTS

To: State of Washington
   Department of Financial Institutions
   Division of Consumer Services

For: _______________________________________________________________________
   licensee/applicant company name

The undersigned principal officer of the above listed licensee/applicant, hereby certifies that such firm has
established and maintains a trust account(s) {“Trust Account”} in compliance with the Mortgage Broker
Practices Act, RCW 19.146.050 and WAC 208-660-410, and that each Trust Account held for this purpose is
correctly identified below:

Trust Account No.: __________________________ Trust Account No.: __________________________
Financial Institution: ________________________ Financial Institution: ________________________
Branch: ___________________________ Branch: ___________________________
Street Address: ___________________________ Street Address: ___________________________

The undersigned hereby authorizes the Director of the Department of Financial Institutions, or his/her designee,
to examine the above described Trust Account(s). The undersigned further authorizes the above listed financial
institution(s) to release to the Director, or his/her designee, information relating to the Trust Account(s) listed
above, such information to include all account records and information. The undersigned further
acknowledges that any violation of RCW 19.146.050 is a Class C Felony.

________________________________________________________________________
   signature of officer
   date

   print officer’s name
   title

BANK VERIFICATION

Account No.: __________________________ Account No.: __________________________
Date established: __________________________ Date established: __________________________
Verified by: __________________________
   print bank representative’s name
   print bank representative’s name

Signature: __________________________ Date: __________________________
Title: __________________________ Date: __________________________

   (BANK REPRESENTATIVE’S SIGNATURE MUST BE NOTARIZED)

Signed and sworn before me by: __________________________
   print bank representative’s name

this ________ day of ____________ 20__

__________________________
Signature of Notary Public
Notary Public in and for the

State of __________________________
County of __________________________
My appointment expires: __________________________
WASHINGTON MORTGAGE BROKER COMPANY APPLICATION
ACTIVITY DECLARATION
This form must be completed by a control person for the applicant.

I, _____________________________ declare:
Print Owner/Officer Name

I am above the age of eighteen and, based on my personal knowledge, am competent to testify to the facts as stated in this declaration.

1. I am the ________________________________ for ___________________________________________

   Declarant’s Title

   Name of Applicant Company

   and am authorized to make this Declaration on behalf of the company.

2. The applicant conducts the following business:

   □ Brokering or table funding residential mortgage loans: The applicant began brokering or table funding Washington residential mortgage loans on or about __________________, and in the 12 months preceding the date of this application originated ____________________ such loans.

   □ Third party processing and/or underwriting: The applicant began third party processing and/or underwriting Washington residential mortgage loans on or about __________________, and in the 12 months preceding the date of this application processed or underwrote ____________________ such loans.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

SIGNED this ____ day of ______________, 20__, in ___________________, __________.

_____________________________________________
Signature
**Individual NMLS Number:** ________________

**Applicant Legal Name:** ______________________________________

**Applicant's phone number:** ______________________________________

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<tr>
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<th><strong>WASHINGTON DESIGNATED BROKER REGISTRATION</strong></th>
</tr>
</thead>
</table>
|               |          |                | **Pre-License Testing:** Contact PearsonVue directly to register for the Washington Designated Broker test at: [http://www.pearsonvue.com/](http://www.pearsonvue.com/)  
*This test is not the same as any of the MLO Tests* |
|               |          |                | **Pre-License Qualifications:** What year did you receive your high school diploma or equivalent (e.g. “GED”)?  
__________________________ (year) |
|               |          |                | See WAC 208-660-350(1) or WAC 208-620-710 for alternative to the diploma. |
|               |          |                | **Proof of Experience:** Upload W2 or 1099 forms to demonstrate at least two years of experience in the residential mortgage loan industry within the past five years. See WAC 208-660-250(1)(e). The upload should be under the document type Verification of Experience of the Individual Form (MU4). |
|               |          |                | **Non-US Citizen:** Upload the document authorizing work in the US if you are not a US Citizen. The upload should be under the document type Legal Name/Status Documentation of the Individual Form (MU4). |
|               |          |                | **Disclosure Questions:** For any “yes” answer to the disclosure questions, a written response must be provided on the MU4. Supporting documents (in PDF form) should be uploaded into NMLS. |

Washington DFI staff will review the filing and all required documents and communicate with you through NMLS.

**WHO TO CONTACT** – For Washington specific questions concerning licensure, contact DFI at 360-902-8703 options 2, 3, 1 or [DCS@dfi.wa.gov](mailto:DCS@dfi.wa.gov).