



## New Application Checklist

### Jurisdiction-Specific Requirements



## ARKANSAS MORTGAGE SERVICER LICENSE (BRANCH)

### Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately licensed and will require a filing of the form MU3 through the NMLS. A branch location is defined as an office of the licensee that is separate and distinct from the licensee's principal office.
2. A branch manager must be designated for each licensed location. Branch manager is defined as an individual who is in charge of and who is responsible for the business operations of a branch office of a mortgage servicer. Branch managers must complete the forms MU2 and MU4 through the NMLS and be licensed as a loan officer if the mortgage servicer is conducting loan modification activity at the branch location. An individual may be a branch manager for more than one location.
3. Total license costs: \$120.00 which includes the NMLS processing fee.
4. All NMLS fees are NON REFUNDABLE.
5. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.

**WHO TO CONTACT** –For jurisdiction specific questions concerning licensing, contact the licensing staff by phone at 501-324-9260 or send your questions via e-mail to [karen.hicks@securities.arkansas.gov](mailto:karen.hicks@securities.arkansas.gov). All questions pertaining to the online application should be directed to the NMLS Call Center at 240-386-4444.

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