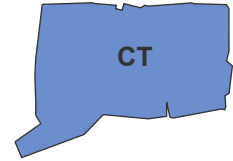




## New Application Checklist Jurisdiction-Specific Requirements



### CONNECTICUT MORTGAGE LENDER LICENSE (BRANCH OFFICE)

#### Instructions

1. Each Branch Office must be separately licensed and requires the submission of Form MU3 through the NMLS.
2. Mortgage Lenders that employ or retain Loan Originators are required to submit Form MU4 through the NMLS for each Loan Originator who will engage in activity in Connecticut from a Branch Office.
3. Mortgage Lenders are required to sponsor each Loan Originator through the NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide titled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
4. Each Branch Office is required to have a Branch Manager (BM) who has at least three years of experience in the mortgage business within the five years immediately preceding the application and who has:
  - completed 20 hrs of pre-licensure education and/or 8 hrs of continuing education
  - passed the National and State Components of the SAFE Test
  - authorized a credit report through NMLS (BM will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the license request for your branch can be filed through NMLS)
5. Total License cost: \$1,020 including the NMLS processing fee.
6. All fees are NOT REFUNDABLE.
7. Mortgage Lender Branch Office Licenses expire at the close of business on December 31<sup>st</sup> of each year, unless renewed.
8. The regulator will review the filing and all required documents and communicate with you through NMLS. Pursuant to Section 36a-489 of the Connecticut General Statutes, as amended by P.A. 09-207, please be advised that your application shall be deemed abandoned if the required information is not submitted within 60 days of the notification. To review your status in NMLS, click the Tasks tab and click Work List.
9. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS.

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND.</b> Effective 7/31/10, we will need a rider from your surety company indicating that the new location to be licensed is identified on the addendum to the main office bond. Please call the Department for more information if necessary: (860) 240-8275.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details, in writing, of all events or proceedings for each "Yes" answer in response to the Disclosure Questions for the Branch Manager and for each Loan Originator on Forms MU2 and MU4. Include official court documents for any judgment(s) or felony or misdemeanor conviction(s). Include all related documents for any judgment(s) or lien(s) including evidence of payment.
<input type="checkbox"/>	<input type="checkbox"/>	<b>BRANCH MANAGER.</b> A Branch Manager with at least three years of experience in the mortgage business, within the five years immediately preceding the application, is required at each Branch Office. A statement specifying the dates and responsibilities of the individual's employment, term of employment, including month and year, and the name, address and telephone number of a supervisor, employer or, if self-employed, a business reference is required to be submitted to Connecticut. "Experience in the mortgage business" means paid experience in the origination, processing or underwriting of mortgage loans, the marketing of such loans in the secondary market or in the supervision of such activities, or any other relevant experience as determined by the Commissioner. Complete the Work Experience Document. <a href="#">Click to download form.</a>

**NOTE:** All supporting documentation should be emailed to the licensing staff listed below.

**WHO TO CONTACT** - Contact Consumer Credit Division licensing staff:

- Joseph Wallace at 860-240-8210 or [joseph.wallace@ct.gov](mailto:joseph.wallace@ct.gov) or
- Beata Zuber at 860-240-8278 or [beata.zuber@ct.gov](mailto:beata.zuber@ct.gov)

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR LENDING ACTIVITIES IN THE STATE OF CONNECTICUT UNTIL YOU HAVE OBTAINED LICENSURE IN CONNECTICUT.