



New Application Checklist Jurisdiction-Specific Requirements



LOUISIANA MORTGAGE BRANCH REGISTRATION

Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require the filing of Form MU3 through the NMLS prior to the addition or change of location of the branch.
2. Each individual originating residential mortgage loans at the new location must be separately licensed. A form MU4 must be filed through the NMLS system and approved by LOFI for each individual originator. 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 entitled "Create a Company Sponsorship" at the following link will help walk you through this process. [NMLS Quick Guides](#).
3. Total branch fee: \$120, which includes the NMLS processing fee.
4. All fees are collected through the NMLS and are non-refundable.
5. The regulator will review the filing and all required documents and communicate with you via e-mail through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
6. Jurisdiction-specific requirements as identified on the checklist below must be received along with a copy of this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | LEASE AGREEMENT. Provide a copy of the lease agreement (and sublease, if applicable) for the branch location which is signed by an authorized representative of the company. If a sublease is submitted, we require written authorization from the original landlord that the location may be subleased. |
| <input type="checkbox"/> | <input type="checkbox"/> | ORIGINATOR LIST. Provide a list of originators that will be assigned to the branch location who will be originating Louisiana residential mortgage loans, unless you are a wholesale lender. |
| <input type="checkbox"/> | <input type="checkbox"/> | WHOLESALE LENDERS. Must submit a signed copy of the lease (and sublease, if applicable) and a Wholesale Lender Location form Wholesale Lender Form-Location only.doc If a sublease is submitted, we require written authorization from the original landlord that the location may be subleased. |

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov. Technical support questions 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 REGISTRATION FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

YOU ARE NOT AUTHORIZED TO UTILIZE THE BRANCH LOCATION FOR MORTGAGE ACTIVITY IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.