



New Application Checklist

Jurisdiction-Specific Requirements



MICHIGAN 1ST MORTGAGE BROKER/LENDER/SERVICER LICENSE

Instructions

1. Each individual originating mortgages needs to be separately authorized and will require a filing of Form MU4 through 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 entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
2. An on-site manager is appointed for all locations where the licensee conducts business with consumers. This individual may be referred to as the Branch Manager, must be listed as the "Qualifying Individual" on Form MU1, and his/her business address must match the address listed as the "Main Address" on Form MU1.
3. The Resident/Registered Agent section of the MU1 form should be completed with the information currently on record with *Michigan Corporation Division*. **OR** if the applicant is applying to license an office in the State, the "Qualifying Individual" may be disclosed in the 'Resident/Registered Agent' section of Form MU1.
4. Financial Statements should be submitted through the Filing Tab in NMLS with the submission of your Form MU1 filing. Provide an audited or unaudited financial statement showing that applicant's net worth is not less than \$100,000. For additional help, see the [Financial Statement Information Page](#) on the NMLS website.
5. Total Office of Financial and Insurance Regulation license costs: \$1,550 including the NMLS processing fee.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. The regulator will review the filling and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
8. 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 at the following:

For U.S. Postal Service:

Office of Financial and Insurance Regulation
Consumer Finance Licensing Unit
P. O. Box 30220
Lansing, MI 48909-7720

For Overnight Delivery:

Office of Financial and Insurance Regulation
Consumer Finance Licensing Unit
3rd Floor
611 W. Ottawa Street
Lansing, MI 48933

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF FINANCIAL RESPONSIBILITY DEPOSIT: Provide a surety bond or letter of credit in the amount of \$125,000. Documents are located on agency website: www.michigan.gov/ofir .
<input type="checkbox"/>	<input type="checkbox"/>	ARTICLES OF INCORPORATION/ORGANIZATION: All entities except individuals must first be registered with the Michigan Corporation Division (517/241-6470). Attach a copy of the entity's filing showing Michigan Corporation Division approval.
<input type="checkbox"/>	<input type="checkbox"/>	INDIVIDUAL operating under a dba (assumed name) must register with the counties they are doing business in. Attach a copy of each dba filing to your application.
<input type="checkbox"/>	<input type="checkbox"/>	ADDITIONAL DESCRIPTION OF BUSINESS: List the names and business addresses of the three primary licensees, registrants, or exempt institutions that applicant will broker, assign mortgage loans or service mortgage loans. Note that under Michigan law, a licensee/registrator may broker or assign loans only to licensees, registrants, or exempt institutions.
<input type="checkbox"/>	<input type="checkbox"/>	DESCRIPTION OF SERVICING BUSINESS: A complete description of applicant's servicing business, stating whether it will service its own loans or loans of other companies; the computer software used for tracking client accounts; a copy of applicant's servicing policy and procedures, including quality control procedures; person or firm responsible for quality control and the experience in quality control; a sampling of five (5) servicing ledgers or account histories; sample "hello" and "goodbye" letters; and who will be responsible for the Michigan portfolio of loans, detailing their knowledge and experience of Michigan law with regard to escrow, discharge of mortgages, payment of history to borrowers, and annual preparation.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any "Yes" answer to any of the Disclosure questions for the company or any Control Person and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact *the Office of Financial and Insurance Regulation, Consumer Finance Licensing Unit* licensing staff by phone at [877-999-6442](tel:877-999-6442) or send your questions via e-mail to ofir-fin-info@michigan.gov for additional assistance.

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.