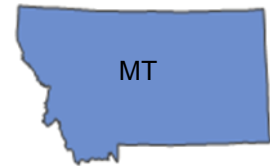




## New Application Checklist

Jurisdiction-Specific Requirements



### MONTANA EXEMPT COMPANY REGISTRATION

#### Instructions

1. Companies that hold an exemption from licensing under Mont. Code Ann. § [32-9-104](#) may voluntarily register with the Montana Division of Banking and Financial Institutions. This registration is OPTIONAL for companies that hold an exemption under Mont. Code Ann. § [32-9-104](#), but employ individuals required to be licensed under Montana law, and wish to take advantage of efficiencies the system offers. Such companies register by submitting a completed Form MU1.
2. Each branch location desiring to conduct business under this registration must be separately registered by filing a Form MU3 through NMLS.
3. The registered agent entered on Form MU1 must be the same person recorded with the Montana Secretary of State.
4. At least one Individual must be listed in the *Direct Owner/Executive Officer* section of Form MU1 and be listed as a *Control Person* with a Form MU2 completed. This individual should have the authority to make decisions on behalf of the company.
5. The *Qualifying Individual* section of Form MU1 can be left blank.
6. Total registration costs: \$100 NMLS processing fee for Form MU1 (headquarters) and \$20 NMLS processing fee for each Form MU3 (branch location). All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. 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:

*Division of Banking and Financial Institutions  
Mortgage Licensing  
P.O. Box 200546  
Helena, MT 59620-0546*

For Overnight Delivery:

*Division of Banking and Financial Institutions  
Mortgage Licensing  
301 S. Park Ave, Suite 316  
Helena, MT 59601*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>LETTER GRANTING EXEMPTION FROM MONTANA DIVISION OF BANKING AND FINANCIAL INSTITUTIONS.</b> Please attach a copy of the letter from the Montana Division of Banking and Financial Institutions granting the exemption. To request an exemption or see who qualifies, see "exemptions" on this website <a href="http://banking.mt.gov/mortgage.mcpx">http://banking.mt.gov/mortgage.mcpx</a>.</p> <p><a href="#">Click here to download an exemption claim form.</a></p>

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SURETY BOND.</b> Provide an original surety bond in the following amount:</p> <p>(i) \$25,000 for a combined annual loan production that does not exceed \$50 million a year;</p> <p>(ii) \$50,000 for annual loan production of \$50 million but not exceeding \$100 million a year; or</p> <p>(iii) \$100,000 for annual loan production of more than \$100 million a year.</p> <p>The surety bond must be furnished by a surety company authorized to conduct business in Montana. The name of the principal insured on the bond must match exactly the full legal name of applicant.</p> <p><a href="#">Click to download surety bond form.</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SECRETARY OF STATE DOCUMENTATION.</b> A certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form); and</li> <li>• A Certificate of Authority or a Certificate of Good Standing dated not more than 60 days prior to the filing of an application through NMLS; and</li> <li>• If the applicant was organized or formed outside of Montana, submit certified proof of authorization to do business in this state issued by the Montana Secretary of State.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OTHER TRADE NAMES.</b> If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the Certificate of Authority from the Montana Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the disclosure questions for the company or any control person.</p>

**WHO TO CONTACT** – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov) for additional assistance.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS 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.