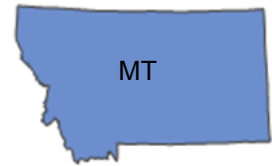




## New Application Checklist Jurisdiction-Specific Requirements



### MONTANA MORTGAGE BROKER BRANCH LICENSE

#### Instructions:

1. Each branch, wherever located, desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through NMLS. A branch location is defined as location other than the licensee's principal place of business.
2. A designated manager must be designated for each licensed location. Designated manager is defined as an individual who is designated by the entity as the individual responsible for the operation of a particular location under the designated manager's full management, supervision and control.
3. A designated manager must be licensed as a mortgage loan originator and have three years of experience.
4. Total license costs for licenses issued from January 1 to June 30:  
\$250 plus a \$20 NMLS fee = \$270.  
Total license costs for licenses issued from July 1 to December 31:  
\$125 plus a \$20 NMLS fee = \$145
5. All fees are collected through the NMLS and are non-refundable.
6. 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.
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"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the disclosure questions for the designated manager and provide a copy of any applicable orders or documents.

**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/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.