



## Amendments Jurisdiction-Specific Requirements



# NORTH CAROLINA MORTGAGE BRANCH LICENSE

## Instructions

1. Licensees are required to keep all material information on file current. If the information contained in the application or on file with the Commissioner of Banks changes in any material respect, the licensee must notify the Commissioner of Banks of the change in writing within 15 days after the change.
2. Residential addresses will not be licensed as a valid branch location.
3. A Branch Manager must be designated for each licensed location. The Branch Manager must be physically located at the licensed location and may serve as the Branch Manager for only one location.
4. Each mortgage broker or mortgage banker licensed under this Article shall display in plain view the certificate of licensure issued by the Commissioner in its principal office and in each branch office.
5. Each branch manager must have three years of residential mortgage lending experience and be a licensed loan officer in North Carolina. Form MU4 must be submitted and approved prior to the submission of Form MU3 and Form MU2.
6. Any changes requiring the license to be reissued will require payment of a \$25 re-issuance fee.
7. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
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:*

*NC Commissioner of Banks Office  
Mortgage Division  
4309 Mail Service Center  
Raleigh, NC 27699-4309*

*For Overnight Delivery:*

*NC Commissioner of Banks Office  
Mortgage Division  
316 W. Edenton St.  
Raleigh, NC 27603*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEASE OR OTHER WRITTEN AGREEMENT(S):</b> Provide a copy of the lease agreement clearly setting out the terms of the lease and describing the leased premises, signed by a company official of the mortgage broker/lender licensee and the Landlord. If the lease is a sublease you must also provide written approval from the master lessor that they agree and are aware the property is being subleased. Additionally, a branch manager cannot sub-lease the property to the company.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ZONING INFORMATION.</b> Provide proof the property location is zoned commercial.
<input type="checkbox"/>	<input type="checkbox"/>	<b>TELEPHONE PACKAGE:</b> Provide documentation from the local phone company greeting package showing the branch telephone number(s) listing, and the billing address as well as the address of the branch in which the telephone is located.
<input type="checkbox"/>	<input type="checkbox"/>	<b>WORK HISTORY:</b> Provide a detailed resume demonstrating three years experience in residential mortgage lending.
<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 company or any Control Person. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc

**WHO TO CONTACT** – Contact the NC Mortgage Licensing Division staff by phone at (919) 733-0589 or send your questions via e-mail to [mortgage@nccob.gov](mailto:mortgage@nccob.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNEL.