



New Application Checklist
Jurisdiction-Specific Requirements



NORTH CAROLINA BRANCH LICENSE

Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage lender that is separate and distinct from the licensee’s principal office.
2. A residential address will not be licensed as a valid branch location.
3. A branch location may not be licensed under two different licensees.
4. A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office of a mortgage broker or mortgage lender.
5. Each branch manager must have three years of residential mortgage lending experience and be a licensed loan officer in North Carolina.
6. A Qualifying Individual may serve as branch manager of one of the licensee’s branch offices, if it is within a reasonable commuting distance of their residence.
7. Applications not completed within 30 days of initial deficiency notification will be deemed withdrawn by applicant and be placed in a Withdrawn-Application Abandoned Status.
8. Total license costs: \$145 including the NMLS processing fee.
9. All fees are collected through the NMLS and are non-refundable.
10. 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.
11. 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"/>	LEASE OR OTHER WRITTEN AGREEMENT(S): 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"/>	TELEPHONE PACKAGE: 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"/>	ZONING INFORMATION. Provide proof the property location is zoned commercial.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. 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.
<input type="checkbox"/>	<input type="checkbox"/>	RESUME. Provide a resume with branch manger's work experience.

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 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 COUNSEL.