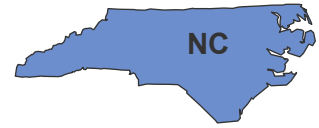




## Amendment Checklist Jurisdiction-Specific Requirements



### NORTH CAROLINA MORTGAGE BROKER LICENSE

#### Instructions

1. A Qualifying Individual (QI) with three years of residential mortgage lending experience is required. Use the QI section of the NMLS Form MU1 to identify the new QI. A Form MU2 will then be generated requiring completion of biographical information for the QI.
2. Name changes must be submitted, for approval, 30 days prior to effective date.
3. A licensee must notify the NC Commissioner of Banks Office (NCCOB) of any change in the location of its books and records within 10 days following such change. A licensee shall notify the NCCOB within 30 days of any material change in any document or information submitted to our office during the application process, upon filing an annual statement or otherwise filed with our office.
4. A licensee shall notify the Commissioner within 15 days of any change in its designated qualifying individual.
5. A licensee must maintain at least one branch office located in North Carolina.
6. Requests for change of control must be submitted to the NCCOB at least 60 days **prior to** the effective date of the proposed change.
7. Amendment Fees associated are as follows:
  - MU1- Main address amendment fee - \$75.00
  - MU1- Legal Name change amendment fee- \$30.00
  - MU1- Other trade name Amendment fee- \$30.00
  - MU1-Qualifying Individual Amendment fee- \$50.00
8. All fees are collected through the NMLS and are non-refundable.
9. 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>QUALIFYING INDIVIDUAL CHANGE.</b> Submit the following; <ul style="list-style-type: none"><li>• A corporate resolution detailing the change.</li><li>• A resume demonstrating that the new QI has 3 years of residential mortgage lending experience.</li><li>• The Authority for Release of Information Form below.</li><li>• A non-refundable fee of \$38.00, per individual, made payable to the NC Commerce/Banking Commission to cover a criminal background check.</li><li>• One completed finger print card.</li><li>• Completed affidavit, <a href="#">Form MLA16</a>, by QI stating he/she has read and understands the provisions of, Declaratory Ruling 2003-01 Mortgage Lending Act regarding Net Branching dated November 6, 2003 and issued by the NC Commissioner of Banks.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>ADDITION OF A DBA.</b> Submit a proposed rider to surety bond indicating the new assumed name, a copy of the proposed assumed name certificate or a copy of the proposed DBA to be filed with the NC Secretary of State Office. If the company plans to file an assumed name certificate with the Register of Deeds Office of the county in which it proposes to use the assumed name, a copy of the proposed document to be filed is needed. If the company wishes to follow or has followed this procedure (filing with Register of Deeds Office) then it must ensure that an assumed name certificate be filed in each county in which it makes loans, so that an attorney searching title will have the appropriate contact information and be able to know with whom borrowers are dealing.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPANY NAME CHANGE.</b> Submit an amended Articles of Incorporation, rider to surety bond reflecting the company name change.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CREDIT REPORT REQUIREMENT.</b> Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CREDIT REPORT REQUIREMENT.</b> Branch Managers are required to authorize a credit report through NMLS. Branch Managers will be required to complete an

		Identity Verification Process (IDV) along with an individual attestation before the license request for the branch can be filed through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPANY OWNERSHIP CHANGE.</b> Submit a corporate resolution detailing change, new organizational chart, completed FBI fingerprint card and an Authority for Release of Information Form <a href="#">MLA01 form</a> for each new individual listed as a Control Person and/or QI associated with the company. A QI must have three years of residential mortgage lending experience. The cost of a criminal background check is a \$38.00 non-refundable fee, per new individual, paid outside of the NMLS payable to the NC Commerce/Banking Commission. If the Fed Tax Id/EIN or date or state of incorporation changes a <u>new</u> company application will need to be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPANY ADDRESS CHANGE.</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 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> On your letterhead, 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 COUNSEL.