



## Amendment Checklist

### Jurisdiction-Specific Requirements



# NORTH CAROLINA MORTGAGE SERVICER 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 new QI.
2. Under the provisions of the NC SAFE Act all licensee are required to maintain their loan files and records for loans made to residents of North Carolina at a designated location within the state, unless they receive express written authorization to store them out of the state. 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.
3. 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. Requests for change of control must be submitted to the NCCOB at least 60 days **prior to** the effective date of the proposed change.
5. 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> Requires a 30 day pre-notification and the following: a corporate resolution detailing change, resume demonstrating that the new QI has 3 years of residential mortgage lending or servicing experience, Authority for Release of Information Form, <a href="#">MLA01 form</a> , and one completed FBI fingerprint card. The cost of a criminal background is a \$38.00 non-refundable fee, paid outside of the NMLS payable to the NC Commerce/ Banking Commission.
<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>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), consent agreements, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<b>BOOKS AND RECORDS CHANGES.</b> Requires a 10 day pre-notification and a letter requesting permission to store loan files and records for loans made to residents of North Carolina outside the state.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPANY NAME CHANGE.</b> Submit an amended Articles of Incorporation and a rider to surety bond reflecting the company name change.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPANY OWNERSHIP CHANGE.</b> Required a 60 day pre-notification and the following: a corporate resolution detailing change, pre and post 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 direct owner, executive officer and/or Qualifying Individual associated with the company. A QI must have three years of residential mortgage lending or servicing experience. The cost of a criminal history background is a \$38.00 non-refundable fee, per new individual, paid outside of the NMLS payable to the NC Commerce/Banking Commission.
<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.

**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.