



New Application Checklist Jurisdiction-Specific Requirements



NEW HAMPSHIRE MORTGAGE BANKER BRANCH LICENSE

Instructions

1. Any location of a mortgage banker within or without the State of New Hampshire where NH loans are originated, made, or is otherwise engaged in the business of funding mortgage loans, and that is identified by any means to the public as a location at which a mortgage banker conducts New Hampshire mortgage business. This will require filing of a Form MU3 through NMLS. Branch office does not include the principal officer location.
2. The mortgage banker branch license allows the *applicant/licensee* to conduct lending, brokering and servicing activities for first and second mortgage loans. It *is not necessary* to apply for a separate mortgage broker license or mortgage servicer registration.
3. Branch managers are *principals* of the *applicant* or *licensee* under NH law. Any person designated as a manager of a branch office on Form MU3 must have a current criminal background check filed with the NMLS as part of their loan originator application.
4. Effective July 1, 2010, all branch managers associated with branch offices required to be licensed in New Hampshire must be licensed as loan originators.
5. Each branch office license and originator license is only in effect when the associated mortgage banker is licensed in this state.
6. License Fee of \$520 which includes the NMLS Processing Fee.
7. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
8. 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.
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/Overnight Delivery

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

Applicant Legal Name: _____
 Tax Identification Number: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CONTRACTS. Submit copies of any written agreements or contracts between the licensee and any branch office/branch manager.
<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 branch or branch manager and provide a copy of any applicable orders or documentation. For branch managers, as part of their loan originator application this would include a narrative of the circumstances leading up to any bankruptcy, copies of the complete bankruptcy filing as well as a current credit report. For criminal actions, this should include a narrative of the circumstances, arrest records, court documents and final disposition of the matter(s).

WHO TO CONTACT – Contact New Hampshire Banking Department licensing staff by phone at 603-271-8675 or send your questions via e-mail to Licensing@banking.state.nh.us for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR MORTGAGE LENDING ACTIVITIES UNTIL YOU HAVE RECEIVED A LICENSE THROUGH NMLS.