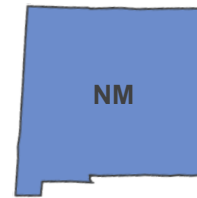




## Amendments Jurisdiction-Specific Requirements



### NEW MEXICO MORTGAGE LOAN COMPANY BRANCH LICENSE

#### Instructions

1. A licensed Mortgage Loan Company Branch shall amend changes in their licensing information, to the Nationwide Mortgage Licensing System and Registry on forms MU1, MU2 and MU3 within 5 days following a change in that information. Licensing informational changes requiring an amendment shall include but not be limited to the following:
  - (a) Branch name
  - (b) Branch address
  - (c) Branch legal status
  - (d) Ownership **(no fee)**
  - (e) Control Persons **(no fee)**
  - (f) Qualified Manager **(no fee)**
  - (g) Contact Employee information **(no fee)**
  - (h) Branch name or location
  - (i) Branch manager **(no fee)**
2. If, at any time, the answer to any of the disclosure questions on Form MU3 may be answered with a "YES", provide complete details of all events or proceedings and contact the director of the New Mexico Financial Institutions Division in writing and amend their license information on the Nationwide Mortgage Licensing System and Registry within 5 days of the occurrence.
3. Unless otherwise noted above, amendment fees are \$50.00 (Fifty Dollars)
4. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. Hard copy documentation related to jurisdiction-specific required amendments or MU form disclosure questions should be sent to the New Mexico Financial Institutions Division within 5 business days of the electronic submission of your amendment (s) through the NMLS at the following:

For U.S. Postal Service:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

For Overnight Delivery:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE IN OWNERSHIP LEGAL DOCUMENTS</b> - Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.
<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 company or any new Control Person or any new Manager.

**WHO TO CONTACT** – Contact Jackie Dalmy, mortgage licensing staff, by phone at 505-476-4908 or send your questions via e-mail to [Jackie.dalmy@state.nm.us](mailto:Jackie.dalmy@state.nm.us) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.