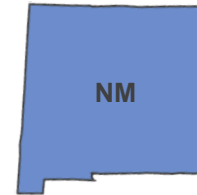




New Application Checklist Jurisdiction-Specific Requirements



NEW MEXICO MORTGAGE LOAN COMPANY BRANCH LICENSE

Instructions:

1. Each branch location, wherever located, conducting business under this mortgage loan company license must be separately licensed and will require a filing of Form MU3 through the NMLS. A branch location is defined as any location, separate from the principal place of business of the mortgage loan company that is identified by any means to the public or customers as a location at which the licensee holds itself out as Mortgage Loan Company, whether located in New Mexico or not, which conducts the business of making residential mortgage loans in New Mexico.
2. All branches must be supervised by a Qualified Manager. A Qualified Manager may supervise all locations of a licensed mortgage company engaging in residential mortgage loan transactions in New Mexico. A Qualified Manager is defined as an individual, designated by a mortgage loan company, responsible for the activities of the licensed mortgage loan company's office(s). This individual must be listed as the "Qualifying Individual" on Form MU1.
3. Total license costs including the NMLS processing fees: \$520.00.
4. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. The New Mexico Financial Institutions Division 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.
6. New Mexico 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:

Financial Institutions Division
Mortgage Unit
2550 Cerrillos Road 3rd Floor
P. O. Box 25101 (87504)
Santa Fe, NM 87505

For Overnight Delivery:

Financial Institutions Division
Mortgage Unit
2550 Cerrillos Road 3rd Floor
Santa Fe, NM 87505

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<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 Manager and provide a copy of any applicable orders or documents.

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 for additional assistance.