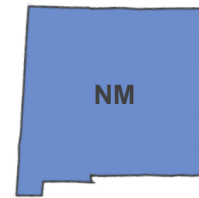




## Amendments Jurisdiction-Specific Requirements



### NEW MEXICO MORTGAGE LOAN COMPANY LICENSE

#### Instructions

1. A licensed Mortgage Loan Company 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) Company name
  - (b) Company address
  - (c) Company legal status
  - (d) Ownership (no fee)
  - (e) Control Persons (no fee)
  - (f) Qualified Manager (no fee)
  - (g) Contact Employee information (no fee)
  - (h) Surety Bond (no fee)
  - (i) Branch name or location
  - (j) Branch manager (no fee)
2. A licensed mortgage loan company that has any owner, control person or qualified manager who has been charged with, convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign or military court shall notify the director of the Financial Institutions Division in writing and amend the company's license information on the Nationwide Mortgage Licensing System and Registry on forms MU1, MU2 and MU3 within 5 days of the occurrence.
3. If, at any time, the answer to any of the disclosure questions on Form MU1 or MU2 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.
4. Unless otherwise noted above, amendment fees are \$50.00 (Fifty Dollars)
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. 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>SURETY BOND RIDER.</b> (For change of address or change of name only) - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PUBLIC REGULATION COMMISSION, CORPORATIONS BUREAU DOCUMENTATION.</b> A certified copy of: <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SECRETARY OF STATE DOCUMENTATION.</b> The Partnership Agreement (if a partnership of any form).
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of New Mexico, submit certified proof of authorization to do business in this state from the New Mexico Secretary of State.
<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 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.