



Company New Application Checklist Agency Requirements



OHIO MORTGAGE LOAN ACT - CERTIFICATE OF REGISTRATION

Do NOT submit a copy of this checklist to the Division.

This document includes instructions for a **company** (corporation location) new application request. If you need to complete a new application for a branch location or individual; refer to the appropriate new application checklists.

Refer to the Ohio Mortgage Loan Act (OMLA) at <http://codes.ohio.gov/orc/1321> and the administrative rules implementing the OMLA at <http://codes.ohio.gov/oac/1301%3A8-3> for the Ohio specific language and requirements. Refer to the Division's web site at <http://www.com.ohio.gov/fiin/> for additional information and links. **THIS CHECKLIST IS NOT A SUBSTITUTE FOR REVIEWING THE APPLICABLE STATUTE AND RULES.**

Total registration costs: \$600 including the NMLS processing fee; \$36.25 will be added per FBI Criminal Background Check authorization and \$15 will be added per Credit Report authorization; all fees collected through the NMLS are **NOT REFUNDABLE**.

Use the checklist below to complete the requirements for the Ohio Division of Financial Institutions Consumer Finance Section (Division). The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that may be sent outside NMLS. For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS. For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS. All documents are uploaded in the Filing tab under the "Document Upload" section of the company form unless otherwise specified in the description. Alternatively, agency specific requirements marked **Attached** on the checklist below must be received within 5 business days of the electronic submission of your application through the NMLS. **ANY DOCUMENTATION SENT OUTSIDE THE NMLS SHOULD BE SENT VIA EMAIL to webdfi-cf@com.state.oh.us**

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form (MU1) unless otherwise specified in the description.

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FILED IN NMLS	ATTACHED	NOT APPLICABLE	OHIO MORTGAGE LOAN ACT CERTIFICATE OF REGISTRATION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	Financial Statements: Upload in NMLS an audited or attested financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of the date of application. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.
<input type="checkbox"/>	N/A	N/A	Credit Report: 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).
<input type="checkbox"/>	N/A	N/A	<p>MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> Any individual holding 5% or more ownership in the company <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> Top Tier executive officers only, excluding directors. May include Officers, Sole Proprietor, and/or Control Person(s). <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	N/A	<p>Document Samples: For each type of loan the OMLA registrant may make, upload sample copies of promissory notes, Truth in Lending statements, indicate the Ohio Revised Code section under which interest is calculated and submit a sample for each different type of interest calculation, and if servicing loans, submit a sample ledger record and payment histories.</p> <p>Upload document(s) in NMLS under Document Samples in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>This document should be named <i>OMLA Document Samples</i>.</p>

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<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Surety Bond. A registrant engaged in residential mortgage loan activity shall not conduct business in Ohio unless the registrant maintains a corporate surety bond issued by a bonding company or insurance company authorized to do business in Ohio. The surety bond must be on the Division form, including the first page on which is declared the NATIONWIDE residential mortgage loan origination volume for the immediately preceding calendar year - use the surety bond form found below. Additionally, upload in NMLS an original surety bond furnished by a surety company authorized to conduct business in Ohio. The name of the principal insured on the bond must match exactly the Full Legal Name of the applicant, including trade or fictitious names. *Note: Companies engaging solely in consumer loans need not maintain a surety bond. See Revised Code 1321.533.</p> <p>Upload all documents in NMLS under Surety Bond in the <i>Document Uploads</i> section of the Company Form (MU1). Click to download form.</p> <p>This document should be named <i>OMLA Surety Bond [YEAR]</i>.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Electronic Record Retention. Prior to retaining records in electronic format, the OMLA registrant must seek prior approval from the Division by completing the “Electronic Records Attestation” found below. Upon receipt and satisfactory review of the executed attestation, the Division will issue written approval. Click to download form.</p>
N/A	<input type="checkbox"/>	N/A	<p>Ohio Attestation. Download, execute, and submit to the Division. Click to download form.</p> <p>This document should be named <i>OMLA Ohio Attestation</i>.</p> <p>Email to webdfi-cf@com.state.oh.us , subject line “OMLA Ohio Attestation”.</p>

The Division will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the Division, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact a Licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.