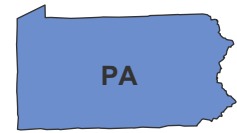




Amendments
Jurisdiction-Specific Requirements



PENNSYLVANIA MORTGAGE LENDER LICENSE (BRANCH)

Instructions

1. Licensees are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Pennsylvania Department of Banking changes in any material respect, the licensee must notify the Department of the change within 10 days after the change.
2. There are no Department or NMLS processing fees for amendments.
3. A branch manager must be designated for each licensed location. The branch manager must be physically located at the licensed location and may serve as the branch manager for only one location.
4. Any Change of Address or Branch Manager must also be reported on the applicable Form MU3 and Form MU2.
5. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they 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:

*The Pennsylvania Department of Banking
Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania Department of Banking
Licensing Division
17 N 2nd Street
Ste 1300
Harrisburg, PA 17101-2290*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CHANGE IN BRANCH MANAGER. A change in branch manager of a licensed office must be reported as an Amendment on the Form MU3 filing with a new Form MU2 submitted through the NMLS. Criminal background, credit check and tax certificate is required in most circumstances. See the new application checklists for details on the requirements of criminal history background checks, credit history checks and tax certification. |
| <input type="checkbox"/> | <input type="checkbox"/> | CHANGE TO BOOKS AND RECORDS LOCATION. A change in the address of business books and records to a location other than the principal place of business, when approved by the department through NMLS, is deemed an approved alternate site record keeping location for purposes of the Mortgage Act and will furthermore constitute as a valid change or termination of an existing alternate site record keeping order. |
| <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, if not already disclosed to the Department. <i>Include copies of the respective criminal or civil court documents, administrative orders and/or other related public documents.</i> |

WHO TO CONTACT – Contact the PA Department of Banking licensing staff by phone at (717) 787-3717 or send your questions via e-mail to ra-asklicensing@state.pa.us for additional assistance.

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