



**New Application Checklist**  
Jurisdiction-Specific Requirements



**SOUTH CAROLINA BRANCH MORTGAGE LENDER/SERVICER LICENSE**

**Instructions:**

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require the filing of a MU3 form through NMLS. A branch location is defined as an office of the licensee acting as a Mortgage Lender/Servicer that is separate and distinct from the licensee’s principal office.
2. A branch manager must be designated for each licensed location. A branch manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office of a Mortgage Lender/Servicer. A branch manager must submit a MU4 filing and be licensed as a Mortgage Loan Originator.
3. The Managing Principal (QI) may also serve as a branch manager of one of the licensee’s branch offices if they are licensed as a mortgage loan originator in South Carolina.
4. Total license costs: \$170.00 including the NMLS processing fee.
5. All fees are collected through NMLS and **ARE NON-REFUNDABLE**.
6. The regulator will review the filing, including all required documents, and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
7. Jurisdiction-specific requirements, as identified on the checklist below, must be received with this checklist within seven (7) business days of the electronic submission of your application through NMLS at the following:

<i>For Overnight / Mail Delivery:</i>
<b>South Carolina State Board of Financial Institutions</b>
<b>Consumer Finance Division</b>
<b>1205 Pendleton Street, Suite 306</b>
<b>Columbia, SC 29201</b>

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>OPERATIONAL INFORMATION.</b> Provide written explanation to any questions answered "YES" on the MU3. Attach any written agreements or contracts if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>BRANCH MANAGERS.</b> Must submit a MU4 filing and have an <u>approved license</u> as a Mortgage Loan Originator. See Mortgage Loan Originator new application checklist for instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CERTIFICATION FOR BRANCH MANAGER. <u>Important and Mandatory</u> -</b> Please see attached PDF document below that must be signed and properly executed by the company and the branch manager. This signed original document must be submitted to our department in order to finalize approval process.  <a href="#">Click to download Designated Branch Manager</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER TRADE NAMES</b> - A branch may not have more than six (6) Other Trade Names or d/b/a designations. Each Other Trade Name or d/b/a designation must have a separate license. A branch may apply for additional licenses for each Other Trade Name or d/b/a designation by selecting the Mortgage Lender/Servicer Branch License Other Trade Name in NMLS. Each Other Trade Name license will cost an additional \$170.00 including the NMLS processing fee. Note: The appropriate Other Trade Name license for the Lender/Servicer will be required as well.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEASE AGREEMENT</b> - Provide a copy of the lease/sublease that has been executed by an officer of the applicant. SC-BFI does not issue a branch license to a residence.

**WHO TO CONTACT** – Contact South Carolina State Board of Financial Institutions/Consumer Finance Division licensing staff by phone at 803-734-2020 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.