



Amendments Jurisdiction-Specific Requirements



UTAH DRE ASSOCIATE LENDING MANAGER LICENSE

Instructions

1. If **changing employment** the Associate Lending Manager must complete or be aware of the following:
 - You must update the employment section of Form MU4.
 - Confirm that the email address listed in the following locations is current in NMLS;
 - Home Tab>My Account>Update User Profile
 - Filing Tab>Individual>Identifying Information
 - You must terminate the “Relationship” with your former employer in NMLS if the company has not already done so.
 - Your license status will be updated to Approved Inactive until we receive a “Sponsorship” request from your new employer.
 - You do not have the authority to originate if the license status is Approved Inactive
 - You must provide your new employer access to your NMLS record
 - Your new employer is required to submit a “Sponsorship” request to this agency.
 - Once the new “Sponsorship” request is accepted, your license status will be updated to Approved and you will be authorized to conduct business.

[Quick Guides](#) are located on the NMLS Resource Center to help you and your employer through each of the actions required above.
2. If **changing residence** the Associate Lending Manager must update the residential history section of Form MU4.
3. **When changing employment**, your new employer is required to submit a sponsorship request through NMLS for approval. You are not authorized to conduct business until the sponsorship request from your new employer is approved by The Utah Division of Real Estate.
4. **To change a Lending Manager’s license** (from BLM, ALM, or PLM) please call the Utah Division of Real estate and we will walk you through the process.
5. There are no amendment fees for changes made to Form MU4 through NMLS, except when changing a lending manager’s license status which may have a fee.
6. 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:

Utah Division of Real Estate
PO BOX 146711
Salt Lake City, UT 84114-6711

For Overnight Delivery:

Utah Division of Real Estate
160 E 300 S 2nd Floor
Salt Lake City, UT 84111

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	LEGAL DOCUMENTS (For change of name only) – Provide a copy of the appropriate legal document which supports the name change (e.g.: marriage certificate, divorce decree).
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS Provide complete details of any answers changed to “Yes” regarding the Disclosure questions.

WHO TO CONTACT – For State specific questions Contact *Utah Division of Real Estate* licensing staff by phone at (801) 530-6747 or send your questions via e-mail to realestate.utah.gov for additional assistance. For system questions, call the NMLS Call Center at 240-386-4444.

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.