



## New Application Jurisdiction-Specific Requirements



### UTAH-DRE ASSOCIATE LENDING MANAGER LICENSE

#### Instructions

1. An Associate Lending Manager (ALM) must be separately licensed which requires the submission of an MU4 Form through NMLS. The Associate Lending Manager license is an originating license.
2. The ALM license will not be approved (active) until a sponsorship request is submitted by the originator's employer. A quick guide entitled "Create Sponsorship" at the following link will help walk your company through this process: [NMLS Quick Guides](#)
3. To receive full "Approval" status Associate Lending Managers must meet the following requirements:
  - Complete, sign, and submit to the Utah DRE an Experience Documentation Form that verifies 3 years full time originating experience within the last 5 years as a Utah licensed Mortgage Loan Originator, a licensed originator from another state, or originating for a depository institution. **THE APPLICANT MUST HAVE APPROVAL FROM THE UT-DRE PRIOR TO TAKING PRE-LICENSE EDUCATION AND EXAM.**
  - Complete 20 hours of NMLS approved pre-licensure education courses
  - Take 40 hours of approved PLM pre-license education from a certified Utah Mortgage Pre-license School.
  - Take and pass the NMLS National exam
  - Take and pass the NMLS Utah State Exam.
  - Take and pass the Utah Lending Manager exam
  - Submit all required documentation as indicated on the checklist.
4. The license request fee, including the NMLS processing fee is, \$148. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days. You will also pay an additional \$39 if you authorize a criminal background check at time of application.
5. All fees are collected through the NMLS and **ARE NOT REFUNDABLE.**
6. Jurisdiction-specific requirements as identified on the checklist below 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  
P O Box 146711  
Salt Lake City, UT 84114-67111

For Overnight Delivery:

Utah Division of Real Estate  
160 East 300 South  
Salt Lake City, UT 84117

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>EXPERIENCE DOCUMENTATION FORM</b> verifying 3 years of full time licensed experience within the last 5 years as a Utah Mortgage Loan Originator, a licensed originator from another state or originating for depository institution. <a href="#">click to download form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>EDUCATION CERTIFYING DOCUMENT</b> certifying 40 hours of PLM pre-licensing education completed from an approved Mortgage Pre-licensing School.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LENDING MANAGER EXAM CERTIFICATION</b> – provide proof of completing the Lending Manager exam with a passing score
<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 and provide a copy of any applicable orders or documents.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SOCIAL SECURITY VERIFICATION FORM.</b> Complete, sign and mail in with application. <a href="#">click to download form</a>

**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](mailto: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 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.