



New Application Checklist

Jurisdiction-Specific Requirements



UTAH-DRE MORTGAGE BRANCH OFFICE LICENSE

Instructions

1. Each Branch location desiring to conduct business under this license authority must be separately licensed and will be required to file an MU3 Form through NMLS. A branch location is defined as an office of the licensee engaged in residential mortgage loans that is separate and distinct from the licensee's principal office.
2. Each Mortgage Loan Originator for the Branch needs to be separately licensed and will be required to file an MU4 Form through NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the Utah Division of Real Estate before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. A Branch Manager must be designated for each Branch 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. A Branch Manager must hold a Branch Lending Manager license.
4. A Branch Manager is required to file an MU4 Form if he/she will be originating loans.
5. Total License costs: \$245, which includes the NMLS processing fee.
6. All fees are collected through the NMLS and **ARE NOT REFUNDABLE**.

WHO TO CONTACT – 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 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.