



## New Application Checklist Jurisdiction-Specific Requirements



### UTAH-DRE MORTGAGE ENTITY LICENSE

#### Instructions

1. Each entity (corporation, limited liability company, partnership, company, association, joint venture, business trust, trust, or another organization) desiring to conduct business must be separately licensed and will be required to file an MU1 Form through the NMLS.
2. Each mortgage officer needs to be separately licensed and will be required to file an MU4 Form through the NMLS. After the MU4 form is submitted, the company must submit a sponsorship request through the NMLS for approval by the Utah Division of Real Estate before the individual 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. The Resident/Registered Agent section of the MU1 Form should be completed with the information currently on record with *Utah Division of Real Estate*, **OR**, If the applicant is applying to license an office in the State, the "Qualifying Individual" may be disclosed in the 'Resident/Registered Agent' section of the MU1 Form.
4. A Mortgage Entity is required to list any other name under which the company does business in the state of Utah in the "Other Trade Names" section on the MU1 Form. A separate license must be filed for each trade name.
5. A Principal Lending Manager must be licensed and sponsored with the entity before the entity license can be approved.
6. Total License cost: \$325, which includes the NMLS processing fee.
7. All fees are collected through the NMLS and are **NOT REFUNDABLE**.
8. The Utah Division of Real Estate will review the filing and all required documents and will directly communicate with you about your status through the NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
9. 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:

Division of Real Estate  
P.O. Box 146711  
Salt Lake City, Utah 84114-6711  
Fax: 801-526-4382

For Overnight Delivery:

Division of Real Estate  
160 East 300 South  
Salt Lake City, Utah 84111

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

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

ATTACHED	NOT APPLICABLE	ITEM
<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>CERTIFICATE OF EXISTENCE.</b> Each entity must submit a Certificate of Existence from the Utah Division of Corporations at <a href="http://www.corporations.utah.gov">http://www.corporations.utah.gov</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>NOTARIZED LETTER.</b> A notarized letter on company letterhead authorizing the Principal Lending Manager to use the company name must be submitted.

**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](mailto:realestate@utah.gov) 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.