



New Application Checklist

Jurisdiction-Specific Requirements



ALABAMA MORTGAGE BROKER LICENSE (BRANCH)

Instructions:

1. Each branch location desiring to conduct business under this license authority must be separately licensed and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a mortgage broker or mortgage lender that is separate and distinct from the licensee’s principal office.
2. Total license costs: \$620.00 plus the NMLS processing fee.
3. All fees are collected through the NMLS and **are non-refundable**.
4. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
5. 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 one of the following addresses:

For U.S. Postal Service:

State Banking Department of Alabama
Bureau of Loans
P. O. Box 4600
Montgomery, AL 36103-4600

For Overnight Delivery:

State Banking Department of Alabama
Bureau of Loans
401 Adams Avenue
Suite 680
Montgomery, AL 36104

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | SURETY BOND: Provide an original rider or amendment, from the surety bond provider, to the company’s original surety bond acknowledging this branch location as being covered by the surety bond assigned to this entity’s main office. |
| <input type="checkbox"/> | <input type="checkbox"/> | DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the Branch Manager and provide a copy of any applicable orders or documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | ZONING: Signed statement attesting that the requested license location is not zoned residential. Click to download form |

WHO TO CONTACT – Contact the State Banking Department mortgage licensing staff by phone at 334-242-3452 or send your questions via e-mail to hillary.nixon@banking.alabama.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.