



New Application Checklist

Jurisdiction-Specific Requirements



ARKANSAS COMBINATION OF MORTGAGE BROKER, MORTGAGE BANKER AND/OR MORTGAGE SERVICER 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 the Branch (MU3) Form through NMLS. A branch location is defined as an office of the licensee that is separate and distinct from the licensee's principal office.
2. A branch manager must be designated for each licensed location. Branch manager is defined as an individual who is in charge of and who is responsible for the business operations of a branch office of a combination of mortgage broker, mortgage banker and/or mortgage servicer. Branch managers must complete the Individual (MU2) and Individual (MU4) Form through NMLS. An individual may be a branch manager for more than one location.
3. Total license costs: \$120.00 which includes the NMLS processing fee.
4. All NMLS fees are NON REFUNDABLE.
5. The regulator will review the filing and all required documents and communicate with you through NMLS.

WHO TO CONTACT –For jurisdiction specific questions concerning licensing, contact the licensing staff by phone at **501-324-9260** or send your questions via e-mail to ryan.drake@securities.arkansas.gov

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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.