Combination of Mortgage Broker, Mortgage Banker and/or Mortgage Servicers Licenses
New Application Checklist (Company)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Who Is Required to Have This License?
Any person who would require two or three of the below license types:

Mortgage Banker

Any person who engages in the business of making mortgage loans for compensation or other gain. Making a mortgage loan means to close a mortgage loan, to advance funds, to offer to advance funds, or to make a commitment to advance funds to a borrower under a mortgage loan.


Mortgage Broker

Any person who for compensation or other gain or in the expectation of compensation or other gain and, regardless of whether the acts are done directly or indirectly, through contact by telephone, by electronic means, by mail, or in person with the borrowers or potential borrowers:

(A) Accepts or offers to accept an application for a mortgage loan;

(B) Solicits or offers to solicit an application for a mortgage loan;

(C) Negotiates or offers to negotiate the terms or conditions of a mortgage loan; or

(D) Issues or offers to issue mortgage loan commitments or interest rate guarantee agreements to borrowers.

Mortgage Servicer

Any person that receives or has the right to receive from or on behalf of a borrower:

(A) Funds or credits in payment for a mortgage loan; or

(B) The taxes or insurance associated with a mortgage loan.


Activities Authorized Under This License

This license authorizes the following Mortgage Banker activities...

- First mortgage lending
- Second mortgage lending
- Home equity lending/lines of credit
- Reverse mortgage lending
- High cost home loans
- Manufactured housing financing

And/or the following Mortgage Broker activities...

- First mortgage brokering
- Second mortgage brokering
- Mortgage loan modifications
- Home equity lending/lines of credit
- Reverse mortgage brokering
- High cost home loans
- Manufactured housing financing
- Lead generation

And/or the following Mortgage Servicer activities...

- First mortgage servicing
- Third party first mortgage servicing
- Subordinate lien mortgage servicing
- Third party subordinate lien mortgage servicing
- Master servicing
- Reverse mortgage servicing

Pre-Requisites for License Applications

- None.

The Arkansas Securities Department does not issue paper licenses for this license type.
Document Uploads Guidance

Documents that must be uploaded to the Document Uploads section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in Document Upload Descriptions and Examples.
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- Company Form (MU1) Filing Instructions
- Document Upload Descriptions and Examples
- Individual Form (MU2) Filing Quick Guide
- Financial Statements Quick Guide
- Payment Options Quick Guide
- License Status Definitions Quick Guide

Agency Contact Information

Contact Arkansas Securities Department licensing staff by phone at (501) 324-8688 or send your questions via email to jay.drake@arkansas.gov for additional assistance.

For U.S. Postal Service:
Arkansas Securities Department  
1 Commerce Way  
Suite 402  
Little Rock, AR 72202

For Overnight Delivery:
Arkansas Securities Department  
1 Commerce Way  
Suite 402  
Little Rock, AR 72202

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
**LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.**

<table>
<thead>
<tr>
<th>Complete</th>
<th>AR Combination of Mortgage Broker, Mortgage Banker and/or Mortgage Servicer</th>
<th>Submitted via...</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AR Application Fee: $750.00</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td>NMLS Initial Processing Fee: $100</td>
<td></td>
</tr>
</tbody>
</table>

**REQUIREMENTS COMPLETED IN NMLS**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Financial Statements:</strong> Upload a copy of audited financial statements prepared by a Certified Public Accountant in accordance with generally accepted accounting principles as promulgated by the Financial Accounting Standards Board or international financial reporting standards as promulgated by the International Financial Reporting Standards Foundation and the International Accounting Standards Board dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required. The financial statement must illustrate a company net worth of $25,000. <strong>Note:</strong> Financial statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the Financial Statements Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Other Trade Name:</strong> If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of the Company Form (MU1). Arkansas Securities Department does not limit the number of other trade names.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Resident/Registered Agent:</strong> The Resident/Registered Agent must be listed under the Resident/Registered Agent section of the Company Form (MU1).</td>
<td>NMLS</td>
</tr>
<tr>
<td><strong>Primary Contact Employees:</strong></td>
<td>The following individuals must be entered into the <em>Contact Employees</em> section of the Company Form (MU1).</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1. Primary Company Contact.</td>
<td><strong>NMLS</strong></td>
<td></td>
</tr>
<tr>
<td>2. Primary Consumer Complaint Contact.</td>
<td></td>
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</tbody>
</table>

| **Disclosure Questions:** | Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). | **Upload in NMLS** in the *Disclosure Explanations* section of the Company Form (MU1) or Individual Form (MU2). |
|---------------------------|------------------------------------------------------------------------------------------------------|
|                           | See the [*Company Disclosure Explanations Quick Guide*](#) for instructions.                        |

| **Qualifying Individual:** | “Managing principal” means a person who meets the requirements of § 23-39-508 and who agrees to be primarily responsible for the operations of a licensed mortgage broker, mortgage banker, or mortgage servicer. This individual must be listed in the *Qualifying Individual* section of Company Form (MU1). | **NMLS** |

| **Credit Report:** | Qualifying Individuals are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1). | **NMLS** |

| **Control Person (MU2) Attestation:** | Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1). | **NMLS** |

| **MU2 Individual FBI Criminal Background Check Requirements:** | The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS. | **NMLS** |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| **Qualifying Individuals**                                   | “Managing principal” means a person who meets the requirements of § 23-39-508 and who agrees to be primarily responsible for the operations of a licensed mortgage broker, mortgage banker, or mortgage servicer. |                                                                                       |
|                                                               | After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. |                                                                                       |
|                                                               | See the [*Criminal Background Check section*](#) of the NMLS Resource Center for more information. |                                                                                       |
| **Note:** If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file. |                                                                                       |
### Electronic Surety Bond

- **Electronic Surety Bond**: Electronic Surety Bond via NMLS in the amount of $100,000 furnished and submitted by a surety company authorized to conduct business in Arkansas.

  See the [ESB Adoption Table](#) and the [ESB for NMLS Licensees page](#) of the NMLS Recourse Center for more information.

  **Note**: Surety bonds submitted via the *Document Uploads* section will not satisfy this requirement.

### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

| Complete | AR Combination of Mortgage Broker, Mortgage Banker and/or Mortgage Servicer | Submitted via...
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<tr>
<td></td>
<td><strong>AML/BSA Policy</strong>: Upload the most recent version of Anti-Money Laundering (AML) / Bank Secrecy Act (BSA) Policy and the most recent Independent Review of the AML/BSA Program.</td>
<td><strong>Upload in NMLS</strong>: under the Document Type AML/BSA Policy in the <em>Document Uploads</em> section of the Company Form (MU1).</td>
</tr>
<tr>
<td></td>
<td>AML/BSA Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This document should be named <em>AML/BSA Policy</em> [approval date mm-dd-yyyy].</td>
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<tr>
<td></td>
<td><strong>Independent Review of AML/BSA Program</strong></td>
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<tr>
<td></td>
<td>This document should be named <em>AML/BSA Policy Independent Review</em> [review date mm-dd-yyyy].</td>
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</tbody>
</table>

|          | **Business Plan**: Upload a business plan outlining the following information: | **Upload in NMLS**: under the Document Type Business Plan in the *Document Uploads* section of the Company Form (MU1). |
|          |   • Marketing strategies |                                                      |
|          |   • Products |                                                      |
|          |   • Target markets |                                                      |
|          |   • Fee schedule |                                                      |
|          |   • Operating structure the applicant intends to employ. |                                                      |
|          | This document should be named *[Company Legal Name] Business Plan*. |                                                      |

**Note**: If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.
<table>
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<tr>
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<tbody>
<tr>
<td>Upload a State-issued and approved document (typically by the Secretary of State’s office), dated not more than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business in the applicant’s state of formation and the Arkansas Secretary of State’s office. This document should be named [[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing].</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Staffing and Internal Policies:</th>
<th>Upload in NMLS: under the Document Type Company Staffing and Internal Policies in the Document Uploads section of the Company Form (MU1).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload document(s) including information on staffing and internal organizational policies and procedures. If submitting multiple policies, upload and name each policy separately. The document must include the following information:</td>
<td></td>
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<tr>
<td>Physical security policy designed to ensure the confidentiality, integrity, and availability of physical records and information.</td>
<td></td>
</tr>
<tr>
<td>Cybersecurity policy designed to ensure the confidentiality, integrity, and availability of electronic records and information.</td>
<td></td>
</tr>
<tr>
<td>This document should be named [Name of Policy].</td>
<td></td>
</tr>
</tbody>
</table>
Formation Documents: Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.

Sole Proprietor
- No formation documents are required for Sole Proprietors. Additional documents may be requested after the review of the Business Plan.

Unincorporated Association:
- By-Laws or constitution (including all amendments).

General Partnership:
- Partnership Agreement (including all amendments).

Limited Liability Partnership:
- Certificate of Limited Liability Partnership; and
- Partnership Agreement (including all amendments).

Limited Partnership:
- Certificate of Limited Partnership; and
- Partnership Agreement (including all amendments).

Limited Liability Limited Partnership:
- Certificate of Limited Liability Limited Partnership; and
- Partnership Agreement (including all amendments).

Limited Liability Company (“LLC”):
- Articles of Organization (including all amendments);
- Operating Agreement (including all amendments);
- IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and
- LLC resolution if authority not in operating agreement.

Corporation:
- Articles of Incorporation (including all amendments);
- By-laws (including all amendments), if applicable;
- Shareholder Agreement (including all amendments), if applicable;
- IRS Form 2553 if S-corp treatment elected; and
- Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.

Not for Profit Corporation
- Documents requested of a Corporation; and
- Proof of nonprofit status
  - Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or
  - statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or
  - entity’s certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
  - Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Trust (Statutory)
- Certificate of Trust; and
- Governing instrument (all amendments).

Upload in NMLS: under the Document Type Formation Document in the Document Uploads section of the Company Form (MU1).
This document should be named Formation Documentation [Date of Creation (MM-DD-YYYY)].
<table>
<thead>
<tr>
<th>Management Chart: Submit a Management chart displaying the applicant’s directors, officers, and managers (individual name and title). This document should be named <em>[Company Legal Name] Management Chart</em>. <strong>Note:</strong> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</th>
<th><strong>Upload in NMLS:</strong> under the Document Type Management Chart in the <em>Document Uploads</em> section of the Company Form (MU1).</th>
</tr>
</thead>
</table>
| Organizational Chart/Description: Submit a chart showing (or a description which includes) the percentage of ownership of:  
- Direct Owners (total direct ownership percentage must equate to 100%)  
- Indirect Owners  
- Subsidiaries and Affiliates of the applicant/licensee  
This document should be named *[Company Legal Name] Organizational Chart – Description*. **Note:** If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart. | **Upload in NMLS:** under the Document Type Organizational Chart/Description in the *Document Uploads* section of the Company Form (MU1). |

### REQUIREMENTS COMPLETED IN NMLS

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| MLO License Sponsorship: If the business plan includes retail origination, then submit a sponsorship request for one or more mortgage loan officer applications. | NMLS |