



Company New Application Checklist Agency Requirements



CALIFORNIA REAL ESTATE BROKER LICENSE ENDORSEMENT (SOLE PROPRIETOR-COMPANY)

Please note that the instructions below only pertain to the filing of Company Form (MU1) for brokers working as a sole proprietor. Brokers working as a sole proprietor must also file an Individual Form (MU4) through NMLS. Real estate brokers who intend to perform residential MLO activities from a branch office must have a DRE branch office license on file with DRE and must file Branch Form (MU3).

Brokers who intend to conduct MLO activities on their own as a sole proprietor must submit a company (MU1) filing and request a sponsorship of their individual (MU4) filing through NMLS. Brokers who employ salespersons or broker associates will need to [create a company relationship](#) and [request a sponsorship](#) prior to these employees performing residential mortgage loan activities.

Unlike the underlying real estate license, a company license endorsement which is issued prior to October 31st, of each year will be valid through December 31, and will need to be renewed annually thereafter, if desired. A branch license endorsement which is issued on or after November 1 will be valid through December 31 of the following year.

Fees - \$100 NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE. For further information regarding [fees](#), please visit the DRE website.

Use the checklist below to complete the requirements for California Department of Real Estate

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form.

Agency specific requirements marked **Attached** 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:
Department of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008

For Overnight Delivery:
Department of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

DRE License Number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	SOLE PROPRIETOR-COMPANY
<input type="checkbox"/>	N/A	N/A	<p>Other Trade Name: Brokers are prohibited from using a fictitious business name or DBA(s), unless the DBA(s) have been issued on their DRE license. Therefore, please be advised that applicants may not list a DBA(s) in the “Other Trade Names” section of Form MU1 without having the DBA(s) properly registered with DRE. Applicants must register DBA(s) with DRE <u>prior</u> to entering that information into NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the broker’s information as on file with DRE.</p>
<input type="checkbox"/>	N/A	N/A	<p>Qualifying Individual: The broker must be listed as the “Qualifying Individual” on the Company Form (MU1). The Qualifying Individual’s business address must match the address listed as the “Main Address” on as filed with DRE.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.</p> <p>Regarding any criminal violation, include court of conviction, arresting agency, date of conviction, name of code violated, and code section(s) violated, disposition, and court case number. If you are unable to provide this information, provide all the requested information you can obtain, with an explanation for the missing information and an explanation of the circumstances surrounding the arrest or conviction. If the conviction status has been subsequently changed or reduced, indicate that fact and provide the date of the change.</p> <p><input type="checkbox"/> I have previously filed acceptable information to the Department of Real Estate in response to these questions, and NO NEW DISCLOSURE IS BEING MADE. I understand that DRE will review the responses on NMLS and compare these responses with existing DRE records.</p> <p>_____</p> <p>Printed Name Signature</p> <p>_____</p> <p>Date of Signature</p>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status & Deficiency Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

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