



## New Application Checklist

Jurisdiction-Specific Requirements



### COLORADO MORTGAGE COMPANY REGISTRATION

#### Instructions

1. The company must submit a sponsorship request to the regulator before the individual will be approved for sponsorship. A quick guide entitled “Create a Company Sponsorship” at the following link will help walk you through this process: [NMLS Quick Guides](#).
2. The Colorado Division of Real Estate does not require a Qualifying Individual; this field can be left blank on Form MU1.
3. The Resident/Registered Agent section of the MU1 form should be completed with the information currently on record with The Colorado Secretary of State.
4. DBAs should be listed under Other Business Names on Form MU1. The Colorado Division of Real Estate does not limit the number of DBAs.
5. **Total License fees: \$100 + \$100 NMLS processing fee** will be charged to submit the Company (MU1) Form.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. Upload copies of all applicable documents on this checklist to NMLS and email notification of completion to [dora\\_mortgage\\_company@state.co.us](mailto:dora_mortgage_company@state.co.us) once submission via NMLS is completed and all fees paid.
8. The regulator will review the filing of all required documents and communicate with you via NMLS or the email address from which the checklist is submitted. Standard processing time is 7-10 business days from receipt; however this processing time may vary. To review your status in NMLS, click the Tasks tab and click Work List.

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

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

FILED IN NMLS	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SECRETARY OF STATE DOCUMENTATION.</b> Upload a certified copy of: <ul style="list-style-type: none"><li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li><li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li><li>• The Partnership Agreement (if a partnership of any form);</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	A Certificate of Authority or a Certificate of Good Standing from the Colorado Secretary of State dated not more than 60 days prior to the filing of an application through NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of Colorado submit certified proof of authorization to do business in this state from the Colorado Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER TRADE NAMES.</b> If applicant will be operating under a name other than its legal name, such as a DBA or “fictitious” name, provide a file-stamped copy of the Certificate of Assumed Business Name from the Colorado Secretary of State. <i>E-filed documents are acceptable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and provide a copy of any applicable orders or documents.

**WHO TO CONTACT** – Contact *The Colorado Division of Real Estate* licensing staff by phone at 303-894-2166 or send your questions via e-mail to [dora\\_mortgage\\_company@state.co.us](mailto:dora_mortgage_company@state.co.us) 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.