



New Application Checklist Jurisdiction-Specific Requirements



LOUISIANA MORTGAGE BROKER/LENDER/SERVICER LICENSE

1. The total Residential Mortgage application and NMLS processing fee is \$600 payable through the NMLS at time of submission of the MU1 filing. \$36.26 will be added per FBI Criminal Background Check authorization.
2. Each individual originating residential mortgage loans subject to the Louisiana Secure and Fair Enforcement of Mortgage Licensing Act of 2009 must be separately authorized by filing a Form MU4 through the NMLS&R and granted a license with an "Approved" status. Refer to the section on mortgage loan originator for specific requirements.
3. Each executive officer, control person, managing member, general partner, and 10% or greater direct owner must submit an MU2 on the NMLS and be disclosed on the MU1 under *Direct Owners and Officers*. Each individual who has a 25% or greater interest in an indirect owner must submit an MU2 on the NMLS and be disclosed on the MU1 under *Indirect Owners*.
4. Each branch location, other than the main office, wherever located, from which the licensee will engage in Louisiana residential mortgage lending activities or otherwise desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS&R. Refer to the Branch registration section for specific requirements.
5. Each applicant must register with the Louisiana Secretary of the State the legal name and all trade names used in residential mortgage lending activity in Louisiana.
6. The registered agent entered on the Form MU1 must be the same person recorded with the Louisiana Secretary of State.
7. All fees collected through the NMLS&R ARE NOT REFUNDABLE.
8. The regulator will review the company's filing and all required documents. All communication with you will be via E-mail through the NMLS&R.

NOTE: It is extremely important that all e-mail addresses are current. Notifications of status changes and requests for information will be sent to you from the NMLS&R. You are responsible for checking the status of your company on the NMLS&R and reading all e-mails generated by the NMLS&R and/or OFI.

Applications are assigned to OFI Licensing Specialists in alphabetical order. Companies **A through D** should direct any questions to Jaye Lynn Miceli at 225-922-0862 or via email at jmiceli@ofi.la.gov. Companies **E through O** should direct any questions to Carmen Tanner at 225-925-4662 via email at ctanner@ofi.la.gov. Companies **P through Z** should direct any questions to Melissa "Missy" Johnson at 225-925-4667 or via email at mjohnson@ofi.la.gov.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM						
N/A	<input type="checkbox"/>	N/A	<p>Surety Bond: Pursuant to the Louisiana S.A.F.E. Residential Mortgage Lending Act each originator is required to provide a surety bond or deposit based upon the originator’s loan volume of the previous year.</p> <table border="1" data-bbox="570 562 1503 829"> <thead> <tr> <th data-bbox="570 562 1243 695"><u><i>Dollar Amount of Total Loan Volume in Previous Calendar Years Lenders, Brokers, and Originators</i></u></th> <th data-bbox="1243 562 1503 695"><u><i>Required Amount of Surety Bond</i></u></th> </tr> </thead> <tbody> <tr> <td data-bbox="570 695 1243 762">\$0 - \$99,999,999</td> <td data-bbox="1243 695 1503 762">\$25,000</td> </tr> <tr> <td data-bbox="570 762 1243 829">\$100,000,000 or greater</td> <td data-bbox="1243 762 1503 829">\$50,000</td> </tr> </tbody> </table> <p>LSA-R.S. 6:1088(G)(2) provides that an original surety bond in the amount of \$25,000 (a blank form is included with the Louisiana state-specific items on the NMLS&R) furnished by a surety company authorized to conduct business in Louisiana and it shall name the Office of Financial Institutions as obligee. The name of the principal insured on the bond must match exactly the full legal name of applicant including trade names. The amount of the bond will subsequently be determined by the dollar loan volume of residential mortgage loans subject to the Louisiana S.A.F.E. Residential Mortgage Lending Act reported by the mortgage company each year;</p> <p>LSA-R.S. 6:1088(I) states, Notwithstanding any other law to the contrary, in lieu of obtaining a surety bond, all applicants may meet the requirements of this Section by depositing in a federally insured depository institution located in Louisiana, designated by the applicant and approved by the commissioner, an amount equal to the amount of the surety bond otherwise required by the provisions of the Section, provided that the title of any such deposit account must include the words “for the benefit of” or “f/b/o the Louisiana Office of Financial Institutions”, and require such other evidence of and information regarding such account as he may deem appropriate, provided that interest earned on such account shall be payable to person or entity making the deposit.</p> <p>LSA-R.S. 6:1088(J) states in part, an applicant for a mortgage originator license who is employed by, or is an exclusive agent for, a juridical person engaging in residential mortgage lending activities as a licensed mortgage broker or mortgage lender may satisfy the requirement of furnishing a surety bond by submitting evidence in a form and manner</p>	<u><i>Dollar Amount of Total Loan Volume in Previous Calendar Years Lenders, Brokers, and Originators</i></u>	<u><i>Required Amount of Surety Bond</i></u>	\$0 - \$99,999,999	\$25,000	\$100,000,000 or greater	\$50,000
<u><i>Dollar Amount of Total Loan Volume in Previous Calendar Years Lenders, Brokers, and Originators</i></u>	<u><i>Required Amount of Surety Bond</i></u>								
\$0 - \$99,999,999	\$25,000								
\$100,000,000 or greater	\$50,000								

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
			<p>satisfactory to the commissioner that his employer or principal has obtained a surety bond which satisfies the following requirements of this Section:</p> <p>Lenders that do not engage in retail originations and have no originators shall furnish a surety bond or deposit as stated above.</p> <p>Irrevocable Power of Attorney</p> <p>To satisfy this requirement, an Electronic Surety Bond (ESB) may be submitted via NMLS in the amount described above furnished and submitted by a surety company authorized to conduct business in Louisiana. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>SECRETARY OF STATE DOCUMENTATION. Upload a copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form);
<input type="checkbox"/>	N/A	N/A	<p>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.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> • Direct owners with 10% or more in ownership are required to authorize a FBI CBC through the NMLS. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> • All executive officers are required to authorize a FBI CBC through the NMLS. <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> • Indirect owners with 25% or more ownership are required to authorize a FBI CBC through the NMLS. <p>After authorizing a 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.</p> <p>See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>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.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>MORTGAGE LOAN ORIGATION AGREEMENT (“MLOA”). Brokers must upload a copy of the MLOA that includes the company’s complete name, including trade names; main office address; phone/fax numbers; NMLS I.D.; branch address and telephone number; originator’s name and NMLS I.D.; cost of services to be performed; a place for the originator and borrower to sign; and space for the borrowers address. Click to download sample of MLOA</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>ORGANIZATION CHART. Upload a copy of your organization chart if the applicant is a subsidiary of another company.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>PROMISSORY NOTES. Upload a copy of your company’s promissory notes, including attachments such as prepayment penalty provisions, for each type of loan you make.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>LINE OF CREDIT. Lenders must upload verification of the applicant’s warehouse line of credit.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>CERTIFICATE OF CORPORATE RESOLUTION. Complete and upload a certificate of corporate resolution for each individual that has authority to act on behalf of the licensee in issues dealing with the Office of Financial Institutions. Click to download form</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>EMPLOYER COVERAGE AFFIDAVIT. (FOR ORIGINATORS ONLY) Employers who employ residential mortgage loan originators, who will originate Louisiana residential mortgage loans must complete and upload the Employer Coverage Affidavit form onto the NMLS. Click to download form</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p>WHOLESALE LENDERS. Lenders who do not engage in retail lending activity and have no contact with the borrower must submit an original completed Wholesale Lender Statement certifying that they understand that they understand they may not originate Louisiana residential mortgage loans until they have a licensed originator. Wholesale lenders are subject to the company licensing requirements of the Louisiana Secure and Fair Enforcement of Mortgage Licensing Act of 2009. Click to download form</p>
INFORMATIONAL PURPOSE			<p>FINANCIAL RESPONSIBILITY. Each executive officer, director, owner or other control person filing a MU2 must provide authorization to the NMLS&R and the commissioner to obtain an independent credit report obtained from a consumer reporting agency which may be considered in determining a mortgage broker or mortgage lender’s financial responsibility, character and general fitness such as to command the confidence of the community and to warrant a determination that the mortgage broker or mortgage lender will operate honestly, fairly and efficiently within the purposes of this Chapter.</p>

Supporting documentation as noted in the checklist must be provided along with the checklist to one of the following addresses:

For U.S. Postal Service:

Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095

For Overnight Delivery:

Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov. Applications are assigned to OFI Licensing Specialists in alphabetical order. Companies **A through D** should direct any questions to Jaye Lynn Miceli at 225-922-0862 or via email at jmiceli@ofi.la.gov. Companies **E through O** should direct any questions to Carmen Tanner at 225-925-4662 via email at ctanner@ofi.la.gov. Companies **P through Z** should direct any questions to Melissia “Missy” Johnson at 225-925-4667 or via email at mjohnson@ofi.la.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 FACILITE APPLICATION THROUGH THE NMLS&R. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR MORTGAGE LENDING ACTIVITIES IN THE STATE OF LOUISIANA UNTIL YOU HAVE RECEIVED APPROVAL FROM THE LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS.