



MA Mortgage Broker License Amendment Checklist (Company)

CHECKLIST SECTIONS

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- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, MA Division of Banks requires advance notification for some changes. See the checklist below for details.

Note: All documents required outside of the NMLS must be received within 5 business days of the submission through NMLS.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact [MA Division of Banks](#) licensing staff by phone at [\(617\) 956-1500 ext. 61480](#) or send your questions via email to nmls@state.ma.us for additional assistance.

For U.S. Postal Service & For Overnight Delivery:

*Massachusetts Division of Banks
Attn: Mortgage Lender/Mortgage Broker Licensing Unit
1000 Washington Street, 10th floor
Boston, MA 02118-2218*

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.

AMENDMENTS

- [Change of Legal Name](#)
- [Change of Main Address](#)
 - Change of Main Address: \$200 per license
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Addition or Modification of Qualifying Individuals](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of Disclosure Question\(s\)](#)
- [Change of Books and Records Location](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.

| Complete | MA Mortgage Broker License Change of Legal Name Amendment Items | Submitted via... |
|--------------------------|--|--|
| <input type="checkbox"/> | Change of Legal Name: Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS. | NMLS |
| Note | Change of Legal Name Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| <input type="checkbox"/> | Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the NMLS Resource Center for more information. | Electronic Surety Bond in NMLS |
| <input type="checkbox"/> | Secretary of State Documentation: Provide all relevant name change documentation from the Secretary of State(s) office(s) to verify the licensee's legal name has been properly amended with its home state and with the Secretary of the Commonwealth. Based on review of the notification, additional documents may be required. This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i> . | Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1). |

| Complete | MA Mortgage Broker License Change of Main Address Amendment Items | Submitted via... |
|--------------------------|--|--------------------------------|
| <input type="checkbox"/> | Change of Main Address: Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change. Note: You are required to amend any other address fields on the Company Form (MU1) that have also changed. | NMLS |
| <input type="checkbox"/> | Change of Main Address: \$200 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | NMLS |
| <input type="checkbox"/> | Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the NMLS Resource Center for more information. | Electronic Surety Bond in NMLS |

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|---------------------|--|
| NMLS ID Number | |
| Licensee Legal Name | |

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| Complete | MA Mortgage Broker License Addition or Modification of Direct Owners/Executive Officers Amendment Items | Submitted via... |
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Note: General Laws chapter 255E, §5, states in part, "Such license shall not be transferrable or assignable...."

If a company amends 100% of its ownership, the Division is required to process the change as a new application under General Laws chapter 255E, §3, and the Division's regulations 209 CMR 42.00 et seq, and will require the \$300 license investigation fee to be paid to Massachusetts outside of NMLS.

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|--------------------------|---|---|
| <input type="checkbox"/> | Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 15 days' notice must be provided for this change. | NMLS |
| <input type="checkbox"/> | Credit Report: Individuals in a position of control 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. | NMLS |
| <input type="checkbox"/> | MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization. Note: This includes the <i>Direct Owners/Executive Officers, Indirect Owners and Qualifying Individual</i> sections of the Company Form (MU1). 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. See the Quick Guides - Company 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. | NMLS |
| <input type="checkbox"/> | Management Chart: Submit an updated Management chart displaying the NEW licensee's directors, officers, and managers (individual name and title). This document should be named <i>[Company Legal Name] Management Chart</i> . | Upload in NMLS: under Management Chart in the <i>Document Uploads</i> section of the Company Form (MU1). |

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| NMLS ID Number | |
| Licensee Legal Name | |

| Complete | MA Mortgage Broker License Addition or Modification of Indirect Owners Amendment Items | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | <p>Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. 30 days' notice must be provided for this change.</p> | NMLS |
| <input type="checkbox"/> | <p>Credit Report: Individuals in a position of control 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.</p> | NMLS |
| <input type="checkbox"/> | <p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), Indirect Owners, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p>Note: This includes the <i>Indirect Owners</i> section of the Company Form (MU1).</p> <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> | NMLS |

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| NMLS ID Number | |
| Licensee Legal Name | |

| Complete | MA Mortgage Broker License Addition or Modification of Qualifying Individual Amendment Items | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS. | NMLS |
| Note | Change of Qualifying Individual: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| <input type="checkbox"/> | Credit Report: Individuals in a position of control 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. | NMLS |
| <input type="checkbox"/> | Evidence of Experience: Provide third party evidence that the new qualifying individual has three years of full-time experience, or the equivalent in part-time experience, working for a licensed mortgage broker, mortgage lender, or financial institution exempt from licensing under G.L. c. 255E. See Regulatory Bulletin 5.1-102 Experience Requirements for Mortgage Lender and Mortgage Broker Licensing . | Mail to MA |
| <input type="checkbox"/> | MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), Qualifying Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization. Note: This includes the <i>Qualifying Individual</i> section of the Company Form MU1). 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. See the Quick Guides - Company 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. | NMLS |

| Complete | MA Mortgage Broker License Addition or Modification of Other Trade Name Amendment Items | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Amendment of Other Trade Name: Submit an amendment for a change to an existing/approved trade name in the “Other Trade Names” in the Company Form (MU1) in NMLS. | NMLS |
| <input type="checkbox"/> | <p>Addition of Other Trade Name: Submit an amendment for an addition of an Other Trade Name through the Company Form (MU1) in NMLS. It is the applicant’s responsibility to ensure that all names are properly registered with the required municipality or government agency.</p> <p>If the licensee will be operating under its legal name and just one trade name or DBA designation, listing that trade name in the section mentioned above is sufficient. However, if the licensee will be operating under <u>more</u> than one trade name or DBA designation, separate “Other Trade Name” licenses are required for those names.</p> <p>When adding a second trade name or DBA designation, the licensee must apply for a separate Mortgage Broker License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1). See the MA Mortgage Broker License New Application Checklist for more information.</p> <p>Note: A licensee may apply for up to 8 “Other Trade Name” licenses per business license. The fees associated with each Other Trade Name license are equal to the Massachusetts Mortgage Broker license fees, and all fees collected through NMLS are non-refundable.</p> | NMLS |
| <input type="checkbox"/> | <p>Addition of Other Trade Name (when adding more than one OTN): \$1,000 per Other Trade Name License.</p> <p>See the MA Mortgage Broker License New Application Checklist for more information.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p> | NMLS |

| Complete | MA Mortgage Broker License Deletion of Other Trade Name Amendment Items | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | <p>Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS.</p> <p>MA requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate Mortgage Broker License-Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p> | NMLS |

| Complete | MA Mortgage Broker License Change of Legal Status Amendment Items | Submitted via... |
|--|---|--------------------|
| <p>Note: In many cases, a change to Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p> | | |
| <input type="checkbox"/> | <p>Change of Legal Status: Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</p> | <p>NMLS</p> |

| Complete | MA Mortgage Broker License Addition or Modification of Affiliates/Subsidiaries Amendment Items | Submitted via... |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | <p>Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p> | <p>NMLS</p> |

| Complete | MA Mortgage Broker License Change of Disclosure Question(s) Amendment Items | Submitted via... |
|--------------------------|---|--|
| <input type="checkbox"/> | <p>Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.</p> | <p>NMLS</p> |
| <input type="checkbox"/> | <p>Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. Should a yes response apply to multiple incidents, each incident must have its own explanation and document upload. See the Company Disclosure Explanations Quick Guide for instructions.</p> | <p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p> |
| <input type="checkbox"/> | <p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation, if applicable. See the Company Disclosure Explanations Quick Guide for instructions.</p> | <p>NMLS</p> |

| Complete | MA Mortgage Broker License Change of Books and Records Location Amendment Items | Submitted via... |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | <p>Books and Records: Amend the location where your company maintains its Massachusetts books and records in the “Business Address” field of the <i>Books and Record Information</i> section of the Company Form (MU1).</p> <p>Notate within the Books & Records Comment Section within the NMLS a detailed description of the Record Keeping Plan and software utilized if applicable.</p> | <p>NMLS</p> |