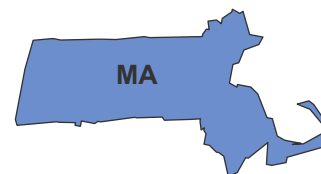




New Application Jurisdiction-Specific Requirements



MASSACHUSETTS THIRD PARTY LOAN SERVICER REGISTRATION

Instructions

1. Each branch location desiring to conduct business under this registration authority is not required to be separately registered and does not require the filing of Branch (MU3) Form through the NMLS. Companies that are registered as third party loan servicers in Massachusetts may conduct business from locations other than listed on Company (MU1) Form.
2. **Total registration cost: \$900**, which includes the NMLS processing fee, and the one time Investigation Fee of \$300.
3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
4. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
5. Jurisdiction-specific requirements, as identified on the checklist below, must be received with this checklist within five (14) business days of the electronic submission of your application through the NMLS at the following:

Primary Method: Email - nmls@mass.gov

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

Helpful Resources

- [Company \(MU1\) Form Filing Instructions](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual \(MU2\) Form Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MASSACHUSETTS THIRD PARTY LOAN SERVICER REGISTRATION
<input type="checkbox"/>	N/A	N/A	Other Trade Name: DBA's should be listed under 'Other Trade Names' on the NMLS Company (MU1) Form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Additional Other Trade Name(s): All DBAs the applicant intends to utilize in Massachusetts should be listed under the <i>Other Trade Name</i> section of the Company (MU1) Form. 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 applicant intends to operate under <u>more</u> than one trade name or DBA designation, separate "Other Trade Name" licenses are required for those names. However, the applicant should not apply for any "Other Trade Name" licenses through NMLS until they are approved and licensed to conduct business in Massachusetts. Please be advised that the fees associated with each "Other Trade Name" license are equal to the Third Party Loan Servicer Registration fees, and all fees collected through NMLS are non-refundable.</p>
NOTE			The following parameters regarding trade names and/or use of multiple trade names have been established: 1) The trade name may not be a separate legal entity from the applicant; and 2) Registrants must consistently use one single trade name when dealing with a consumer over the life of the loan agreement, installment contract, credit application, debt obligation, remittance transaction, cashing or sale of a check, money order, etc.
<input type="checkbox"/>	N/A	N/A	Resident/Registered Agent: The <i>Resident/Registered Agent</i> is the entity that will receive service of legal process on behalf of the applicant or licensee.
<input type="checkbox"/>	N/A	N/A	<p>Formation Documentation: Upload a certified 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) <p>Upload this document in NMLS under the Document Type "Formation Document" in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Certificate of Authority/Good Standing Certificate:</p> <p>Upload the document issued by the Office of the Secretary of the Commonwealth of Massachusetts which demonstrates that the corporation or limited liability company (LLC) is authorized to do business in Massachusetts.</p> <p>Upload this document in NMLS under the Document Type</p>

			“Certificate of Authority/Good Standing Certificate” in the <i>Document Uploads</i> section of the Company (MU1) Form.
FILED IN NMLS	ATTACHED	NOT APPLICABLE	MASSACHUSETTS THIRD PARTY LOAN SERVICER REGISTRATION
<input type="checkbox"/>	N/A	N/A	<p>Business Plan. Attach a business plan which addresses the activities of the applicant. Briefly describe all financial products and services available to customers, the types of loans the applicant intends to service, anticipated sources and methods of obtaining loans and portfolios, and funding sources.</p> <p>Upload this document in NMLS under the Document Type “Business Plan” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>MCR Reporting. Entities currently licensed in any jurisdiction must have filed all MCRs timely and correctly. Entities exempt from licensing in its home jurisdiction must still file complete MCRs for its home jurisdiction.</p>
<input type="checkbox"/>	N/A	N/A	<p>Qualifying Individual: An on-site manager is required to be appointed for all locations where Third Party Loan Servicers conduct business with Massachusetts consumers. This individual, referred to as the Branch Manager in Massachusetts, must be listed as the “Qualifying Individual” on the Company Form, and his/her business address must match the address listed as the “Main Address” on the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Credit Report. For each “Control Person” and the “Qualifying Individual”, submit a credit report dated not more than 30 days prior to the filing of the application through NMLS. CONTROL PERSONS OF PUBLICLY TRADED COMPANIES ARE NOT REQUIRED TO PROVIDE PERSONAL CREDIT REPORTS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions. Provide complete details of all events or proceedings for any “Yes” answer to any of the “Disclosure Questions” for the company or any “Control Person” or the “Qualifying Individual” on Company and Individual forms. Upload a copy of any applicable orders or supporting documents in NMLS. See the Company Disclosure Explanations Quick Guide for instructions.</p>
N/A	<input type="checkbox"/> Email to: nmls@mass.gov	N/A	<p>W-9 FORM. Complete the W-9. Click to download form This form should be submitted directly to Massachusetts.</p>

WHO TO CONTACT – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 61480 or send your questions via e-mail to nmls@mass.gov for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN THIRD PARTY LOAN SERVICING ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL YOU ARE PROPERLY REGISTERED IN MASSACHUSETTS.