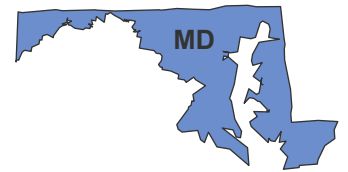




Branch Amendments Agency Requirements



MARYLAND MORTGAGE LENDER LICENSE (BRANCH)

Instructions

When making changes to your record in NMLS, Maryland requires advance notification for some changes, see checklist below for details.

***Note: Maryland does not require advance notification for a change of Branch Manager; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below pertaining to disclosure questions.**

Fees

1. Maryland DOES NOT collect amendment fees for the following changes through NMLS during a timely advance notice filing:
 - Change of Address
 - Change of Other Trade Names
2. Maryland imposes a surcharge for each failure to timely provide advance notification of a change of address. In addition to the surcharge, the licensee must also file an application for a new license, together with all applicable application, investigation and NMLS processing fees. Maryland collects the surcharge for the following changes through a separate invoice in NMLS after review of filing:
 - Change of Address (see Md. Ann. Code, Financial Institutions §11-512) – \$500.00
3. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
 - a. In the NMLS document upload section; you must select Advance Change Notice for document type.
 - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date of the change. If there isn't a document type available for a specific Advance Change Notice event, you must mail document(s) directly to the Maryland Commissioner of Financial Regulation.
2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
 - a. In the NMLS document upload section, select the applicable document type.
3. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

*For U.S. Postal Service or for Overnight Delivery:
Maryland Commissioner of Financial Regulation
Attn: Licensing Unit
500 N Calvert Street, Suite 402
Baltimore, Maryland 21202*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	CHANGE OF BRANCH ADDRESS. Submit an ACN for a change of the Branch Address through the Branch (MU3) Form through NMLS. At least 60 days' notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF CHANGE OF BRANCH ADDRESS: Upload copies of the following documents: Upload copies of the following documents: <ul style="list-style-type: none"> • All legal documents executed and associated with the change of address, including, but not limited to, any applicable amended articles of incorporation or articles of organization, merger agreements, or consent to change address agreements. • Updated Surety Bond Rider: Licensees may submit their surety bond rider to MD in one of the following ways. <ol style="list-style-type: none"> 1. Electronic Surety Bond: If you use have an Electronic Surety Bond in NMLS, no further action is required after updating the Main Address in the Company Form (MU1). 2. Upload your surety bond rider to NMLS (or new bond if applicable) that reflects the entity's new main address. The surety bond should be uploaded in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3). This document should be named <i>[License Type] Surety Bond</i>.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES. Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form through NMLS. At least 30 days must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents: <ul style="list-style-type: none"> • If adding or amending, other trade name registration certificate from the Maryland State Department of Assessments and Taxation • Updated Surety Bond Rider: Licensees may submit their surety bond rider to MD in one of the following ways. <ol style="list-style-type: none"> 1. Electronic Surety Bond: If you use have an Electronic Surety Bond in NMLS, no further action is required after updating the Main Address in the Company Form (MU1). 2. Upload your surety bond rider to NMLS (or new bond if applicable) that reflects the entity's change in other trade name.

			The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. The surety bond should be uploaded in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3). This document should be named [<i>License Type</i>] <i>Surety Bond</i> . Surety bond rider that amends, adds or deletes the other name
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions and upload a copy of any applicable orders or documents.

WHOM TO CONTACT – Contact the Commissioner of Financial Regulation licensing staff by phone at 410-230-6155 or 888-784-0136 for further assistance regarding Maryland specific requirements.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH APPLICANT/LICENSEE IS 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.