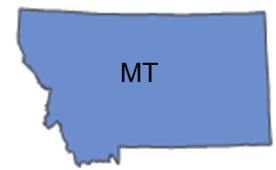




Company New Application Checklist Agency Requirements



MONTANA CONSUMER LOAN LICENSE

ATTENTION: MONTANA DOES NOT REQUIRE A CONSUMER LOAN LICENSE FOR DEBT COLLECTORS UNLESS THE LOAN WAS ORIGINATED UNDER THE MONTANA CONSUMER LOAN ACT.

The Montana Consumer Loan Act applies to loans originated for personal, family, or household purposes, including student loans. The Montana Consumer Loan Act does NOT apply to:

- credit card debt,
- utility bills,
- unpaid tickets,
- loans originated by a financial institution (a bank or credit union), or
- debts from service providers (doctors, dentists, hospitals, etc.)

If you have questions, read this [memorandum](#). If you still have questions, call the Division at the number below.

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location, please refer to the appropriate new application checklist.

Total License costs: \$500

Fees collected through the NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Montana. The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS. For help with document uploads, see the [Quick Guide for document upload in NMLS](#).

You must email or mail the checklist below along with attached documents, if any, within 5 business days to the following address:

For U.S. Postal Service:

*Division of Banking and Financial Institutions
Consumer Loan Licensing
P.O. Box 200546
Helena, MT 59620-0546
mortgagelicensing@mt.gov*

For Overnight Delivery:

*Division of Banking and Financial Institutions
Consumer Loan Licensing
301 S. Park Ave, Suite 316
Helena, MT 59601
mortgagelicensing@mt.gov*

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

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FILED IN NMLS	ATTACHED	NOT APPLICABLE	MONTANA CONSUMER LOAN LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company Form. The Montana Secretary of State does not limit the number of dba's an entity can have, however, each dba must be registered with the Montana Secretary of State.</p> <p>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 Registration of Assumed Business Name from the Montana Secretary of State for each dba.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Montana Secretary of State.</p>
N/A	N/A	N/A	<p>Bank Account: Bank account information is not required; this field can be left blank on the company form.</p>
N/A	N/A	N/A	<p>Qualifying Individual: Montana does not require a qualified individual; this field can be left blank on the NMLS Company Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>
N/A	<input type="checkbox"/>	N/A	<p>Financial Statements: Provide an unaudited compiled financial statement signed by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement, and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.</p> <p>The financial statement should be sent directly to Montana.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining marketing strategy, products, target markets, and operating structure the applicant intends to employ. If the applicant conducts other business in the same office, please describe in detail the other business being conducted in the office.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: If the applicant is doing business in Montana, upload a Certificate of Fact or Certificate of Existence from the Montana Secretary of State's office demonstrating that the corporation or limited liability company exists and is authorized to do business in the state. If the applicant is servicing loans made by someone else, a Certificate of Fact or Certificate of Existence is not necessary, please select N/A.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MONTANA CONSUMER LOAN LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Document Samples: If the applicant makes consumer loans, upload copies of the Montana fee disclosure statement and the failure or inability to pay disclosure statement and copies of all disclosure statements. The disclosure statements must comply with ARM 2.59.302 . Upload samples of all loan documents. If the applicant is servicing loans made by someone else, this is not necessary. Please select N/A.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Formation Document: Upload a certified copy of: <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	<input type="checkbox"/>	Management Chart: Upload an organizational chart showing the applicant's divisions, officers, and managers.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.

The Montana Division of Banking and Financial Institutions will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

Mont. Code Ann. § 2-15-115 requires state agencies to place on an application form the estimated time it will take for an agency to process and act on a correctly completed application form. The agency average for all company applications is 40 days to act on a correctly completed application form.

WHO TO CONTACT – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.gov for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.