



# MT Mortgage Servicer License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Who is required to have this license?

Any entity (a business organization, including a sole proprietorship) that engages, for compensation or gain, in the business of receiving any scheduled periodic payment from a borrower pursuant to the terms of a residential mortgage loan, residential mortgage servicing documents, or residential mortgage servicing contract; or meets the definition of a servicer in 12 U.S.C. 2605(i)(2) with respect to residential mortgage loans.

A branch is a location at which a licensee conducts business other than a licensee's principal place of business. The location is considered a branch office if:

- a) the address of the location appears on business cards, stationery, or advertising used by the entity;
- b) the entity's name or advertising suggests that mortgages are made at the location;
- c) the location is held out to the public as a licensee's place of business due to the actions of an employee or independent contractor of the entity; or
- d) the location is controlled directly or indirectly by the entity. Mont. Code Ann. § [32-9-103\(9\)](#).

### Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage servicing
- Reverse mortgage servicing
- Third party first mortgage servicing
- Subordinate lien mortgage servicing
- Third party subordinate lien mortgage servicing

### Pre-Requisites for License Applications

- The main company location must hold a Montana Mortgage Servicer License.

Montana does not issue paper licenses for this license type.

### Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Description and Examples](#)

- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

### Agency Contact Information

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](mailto:mortgagelicensing@mt.gov) for additional assistance.

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 branch applications is 22 days to act on a correctly completed application form.

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.

### LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	MT Mortgage Servicer Branch License	Submitted via...
<input type="checkbox"/>	<b>MT License/Registration Fee:</b> \$250 <b>NMLS Initial Processing Fee:</b> \$20	<b>NMLS (Filing submission)</b>

### REQUIREMENTS COMPLETED IN NMLS

Complete	MT Mortgage Servicer Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Other Trade Names:</b> Any other trade names used by this branch must be identified on both the Branch Form (MU3) and the Company Form (MU1).</p> <p>If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name", or "DBA") must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Montana does not limit the number of other trade names.</p> <p>If operating under an "Other Trade Name", upload a filed State of Montana Registration of Assumed Business Name authorizing the applicant to do business under that trade name in Montana.</p> <p>Upload this document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>This document should be named "Montana Independent Contractor Branch Trade Name / Assumed Name."</p>	<b>Upload in NMLS:</b> under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

**Complete**

**MT Mortgage Servicer Branch License**

**Submitted via...**

No items are required to be uploaded NMLS for this license at this time.

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

**Complete**

**MT Mortgage Servicer Branch License**

**Submitted via...**

**Request Processing of Application This Calendar Year:** If this application is submitted between November 1 and December 31, it will be considered an application for licensure during the next calendar year unless the applicant submits the form below to request that the application be processed for the current calendar year. The applicant must also pay the renewal fee by Dec. 31<sup>st</sup> which will be invoiced through NMLS.

[Mortgage Company/Branch Renewal Form](#)

PLEASE NOTE: the application must be complete in order to be processed, and processing of renewal applications will be given priority over processing new applications.

ANY NEW LICENSE GRANTED IN THE CURRENT CALENDAR YEAR EXPIRES ON DECEMBER 31.

**E-Mail to MT**