



## Amendment Checklist

Agency-Specific Requirements



### NORTH CAROLINA EXCLUSIVE MORTGAGE BROKER LICENSE

#### Instructions

1. A licensee must notify the NC Commissioner of Banks Office (NCCOB) of any change in the location of its books and records within 10 days following such change.
2. A licensee shall notify the NCCOB within 30 days of any material change in any document or information submitted during the application process or otherwise filed with our office.
3. Business location address changes must be submitted directly to NCCOB and may be emailed to the address below.
4. When the sponsorship of an exclusive mortgage broker has been terminated, the exclusive mortgage broker and the licensee for whom the exclusive mortgage broker is an agent shall promptly notify the NCCOB in writing.
5. The license of an exclusive mortgage broker is not effective during any period when that person is not authorized to act as such.

**WHO TO CONTACT** – Contact the NC Mortgage Licensing Division staff via email at [MLO@nccob.gov](mailto:MLO@nccob.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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.