



# Mortgage Company Branch Amendment Checklist

## Jurisdiction-Specific Requirements



### NEVADA MORTGAGE COMPANY BRANCH LICENSE

#### Instructions:

The following changes to a record in NMLS require a 15 or 30 days advance change notification; submit an advance change notice (ACN) in NMLS and see the advance change notice checklist below for additional details:

- Change of Branch Address (15 days ACN)
- Change of Name (30 days ACN)

The following changes to a record in NMLS do not require an advance change notification; see the additional amendment items checklist below for additional details:

- Change of Qualified Employee
- Change in Disclosure Questions

#### Fees:

All fees collected ARE NOT REFUNDABLE.

- Change of name or address - \$10
- To obtain a duplicate license - \$10

#### How to submit Agency specific documents:

1. If required to upload document(s) on NMLS for an advance change notice:
  - a. In the NMLS document upload section, select "Advance Change Notice" for document type.
2. If required to submit document(s) outside of NMLS:
  - a. Mail the document(s) along with the checklist within 5 business days of the amendment to the following address:

*For U.S. Postal Service:*  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

*For Overnight Delivery:*  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Branch Address:</b> At least 15 days before a change to a licensee’s branch location address, update the licensee’s NMLS record with the new address.</p> <ul style="list-style-type: none"> <li>• Complete and submit the change of address form. <a href="#">Click to download form.</a></li> <li>• Return the current original branch license.</li> <li>• Upload a copy of the fully executed lease.</li> <li>• Appropriate fees will be charged through NMLS.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Name:</b> A branch location may operate only in the name of the mortgage company that appears on its license. If the Company is amending its legal name or adding or removing an assumed name, each branch location operating under the mortgage company license must also amend its license. At least 30 days before a change to a licensee’s name:</p> <ul style="list-style-type: none"> <li>• Refer to the mortgage company amendment checklist for instructions.</li> <li>• Return the current, original branch license.</li> <li>• Appropriate fees will be charged through NMLS with the exception of fictitious business name removal.</li> </ul>
FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change to Qualified Employee:</b> A licensee may amend the qualifying individual/qualified employee (QE) for the MU1 office in NMLS. A Qualified Employee must;</p> <p>(a) be licensed in good standing as a mortgage loan originator,</p> <p>(b) be designated by the mortgage company to act on behalf of the mortgage company and to supervise the conduct of the business of the mortgage company and the mortgage loan originators and other staff members employed by the mortgage company at the licensed office location,</p> <p>(c) be present at the licensed office location for which he or she is the qualified employee the majority of the time that the office is open to the public,</p> <p>(d) provide proof of 24 months verifiable experience in the business of</p>

			<p>lending money for real estate mortgages within the last five years.</p> <p>If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Mail the designation of QE form directly to the address listed above or upload to the MU3. Click <a href="#">here</a> to download form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Change to Disclosure Questions:</b> Provide complete details of all events or proceedings for any “YES” answer to any of the disclosure questions for the Company or any new Control Person. Upload a copy of any applicable order or supporting documents in NMLS.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original License: (For change of address or change of name only)</b> - Return the original, current, hard copy license.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Office Lease:</b> Attach or upload a fully executed lease in the company’s name for the office location to be licensed.</p> <p><input type="button" value="Upload"/> this document as the “Branch Written Agreement” document type in the <i>Document Uploads</i> section of the Branch (MU3) Form.</p>

**WHO TO CONTACT** – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send questions via e-mail to [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THE APPLICANT/LICENSEE IS AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE THE AMENDMENT REQUEST THROUGH NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.