



OH 501(c)(3) Nonprofit Organization Exemption New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is Required to Have this Exemption?

This approved exemption is required for each location of an office to be maintained by the 501(c)(3) nonprofit organization other than the main office identified on the Company Form (MU1) filing.

Refer to the [Ohio Residential Mortgage Lending Act \(RMLA\)](#) and the [administrative rules implementing the RMLA](#) for the Ohio specific language and requirements. Refer to the [Division's website](#) for additional information and links. **THIS CHECKLIST IS NOT A SUBSTITUTE FOR REVIEWING THE APPLICABLE STATUTE AND RULES.**

Activities Authorized Under This License

This license authorizes the following activities as defined by NMLS on the [Business Activities Definitions chart](#):

- First mortgage brokering
- Second mortgage brokering
- First mortgage lending
- Second mortgage lending
- Home equity loans, including lines of credit
- Manufactured Housing Financing

Pre-Requisites for License Applications

- This branch license should only be applied for by a company that holds or is seeking to obtain the 501(c)(3) Nonprofit Organization letter of exemption.

Ohio issues PDF licenses by email for this license type.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Description and Examples](#).
- Only upload documents relevant to the branch application.

- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

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

Agency Contact Information

Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE EXEMPTION 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		
Complete	OH 501(c)(3) Nonprofit Organization Branch Exemption	Submitted via...
<input type="checkbox"/>	<p>OH License/Registration Fee: \$0</p> <p>OH Application Fee: \$0</p> <p>NMLS Initial Processing Fee: \$20</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS		
Complete	OH 501(c)(3) Nonprofit Organization Branch Exemption	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Names: 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 Branch Form (MU3).</p> <p>If operating under an "Other Trade Name", upload Ohio Secretary of State Trade Name Certificate of Registration regarding ability to do business under that trade name.</p> <p>This document should be named <i>OH-RMNP-Trade Name-Assumed Name</i>.</p> <p>Note: If the other trade name is used by ALL company locations, enter the other trade name in the <i>Other Trade Name</i> section of the Company (MU1) Form and Branch (MU3) Form. If the other trade name is only used by the branch, enter the other trade name in the <i>Other Trade Name</i> section of the Branch (MU3) Form.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).</p>	NMLS
Note	<p>Credit Report: Branch Managers are NOT required to authorize a credit report.</p>	N/A
Note	<p>MU2 Individual FBI Criminal Background Check: Not required through NMLS.</p>	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete

OH 501(c)(3) Nonprofit Organization Branch Exemption

Submitted via...

Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).

See the [Company Disclosure Explanations Quick Guide](#) for instructions.

Upload in NMLS in the *Disclosure Explanations* section of the Company Form (MU1) or Individual Form (MU2).

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

No items are required to be submitted outside of NMLS for this exemption at this time.