



Company New Application Checklist Agency Requirements



OHIO MORTGAGE LOAN ACT CREDIT UNION SERVICE ORGANIZATION EXEMPTION

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch or individual; refer to the appropriate new application checklists.

Refer to the Ohio Mortgage Loan Act (OMLA) at <http://codes.ohio.gov/orc/1321> and the administrative rules implementing the OMLA at <http://codes.ohio.gov/oac/1301%3A8-3> for the Ohio specific language and requirements. Refer to the Division's web site at <http://www.com.state.oh.us/fiin/CFAbout.aspx> for additional information and links. **PLEASE KEEP IN MIND THAT THIS CHECKLIST IS NOT A SUBSTITUTE FOR REVIEWING THE APPLICABLE STATUTE AND RULES.**

Total filing costs: \$450 including the NMLS processing fee; all fees collected through the NMLS are nonrefundable.

Use the checklist below to complete the requirements for the Ohio Division of Financial Institutions Consumer Finance Section (Division). A copy of the checklist does NOT need to be submitted to the Division.

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](#) filing 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](#)

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form.

Agency specific requirements marked **Attached** on the checklist below must be received within 5 business days of the electronic submission of your application through the NMLS at the following:

*Ohio Division of Financial Institutions
Consumer Finance
77 South High Street, 21st Floor
Columbus, Ohio 43215
Telephone: 614.644.6484
Webdfi-cf@com.state.oh.us*

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OHIO MORTGAGE LOAN ACT CREDIT UNION SERVICE ORGANIZATION EXEMPTION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	Surety Bond. A CUSO applicant has the option to carry a surety bond; if the company elects to carry the surety bond, it must be in compliance with Revised Code 1321.533. If the company does not carry the bond, individual originators associated with the company must each carry a bond in compliance with Revised Code 1321.533. The surety bond(s) must be on the Division form, including the first page on which is declared the NATIONWIDE residential mortgage loan origination volume for the immediately preceding calendar year. Upload an original surety bond furnished by a surety company authorized to conduct business in Ohio. The name of the principal insured on the bond must match exactly the full legal name of the applicant, including trade or fictitious names. http://codes.ohio.gov/orc/1321.533 . Click to download form.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Record Retention. Prior to retaining records in electronic format, the CUSO must seek prior approval from the Division by completing the “Electronic Records Attestation” found below. Upon receipt and satisfactory review of the executed attestation, the Division will issue the CUSO written approval. Click to download form.
N/A	<input type="checkbox"/>	N/A	Ohio Attestation. Submit the attached form. Click to download form.

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

WHO TO CONTACT – Please contact a Licensing staff member by calling 614.644.6484 or send an email to webdfi-cf@com.state.oh.us .

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE APPROVAL 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.