This document includes instructions for a Mortgage Loan Correspondent licensee to transition to a Mortgage Lender.

Transition to NMLS
Companies holding the PA Mortgage Loan Correspondent Branch License are able to submit a license transition request to the Pennsylvania Mortgage Lender Branch License through NMLS by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by **April 4, 2022**.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through for the Mortgage Lender License main location.

**Note:** If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in PA, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. Please enter your **current Pennsylvania Mortgage Correspondent Branch License number, including all punctuation, capitalization, etc.**

The Pennsylvania Department of Banking and Securities does not issue paper licenses for this license type.

**Activities Authorized Under This License**
This license authorizes the following activities...
- First mortgage brokering
- Second mortgage brokering
- First mortgage lending
- Second mortgage lending
• First mortgage servicing
• Subordinate lien mortgage servicing
• Mortgage loan purchasing
• Short sale
• Foreclosure consulting/foreclosure rescue
• Home equity lending/lines of credit
• Reverse mortgage brokering
• Reverse mortgage lending
• Third party mortgage loan processing
• Third party mortgage loan underwriting
• Manufactured housing financing
• Mortgage loan modifications
• Lead generation

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 Descriptions and Examples.
• Only upload documents relevant to the company 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

• Transitioning an Existing Branch License
• Document Upload Descriptions and Examples
• Payment Options Quick Guide
• License Status Definitions Quick Guide

Agency Contact Information
Contact Bethany Burris by phone at 717-346-9351 or send your questions via email to beburriss@pa.gov for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission of your application through NMLS via email to ra-asklicensing@pa.gov

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.

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<thead>
<tr>
<th>Complete</th>
<th>PA Mortgage Lender (Branch)</th>
<th>Submitted via...</th>
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<tbody>
<tr>
<td></td>
<td>PA License/Registration Transition Fee: $0</td>
<td>NMLS (Filing submission)</td>
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<td></td>
<td>NMLS Initial Processing Fee: $20</td>
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**REQUIREMENTS COMPLETED IN NMLS**

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<tr>
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<th>PA Mortgage Lender (Branch)</th>
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<tbody>
<tr>
<td></td>
<td>Submission of Branch Form (MU3): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS. Act 22 § 301(b) (c)</td>
<td>NMLS</td>
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**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

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<tbody>
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<td></td>
<td>No branch documents are required to be uploaded into NMLS for this license/registration at this time.</td>
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**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

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<td>No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.</td>
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**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

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<th>Submitted via...</th>
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<tbody>
<tr>
<td></td>
<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
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