



# TN Industrial Loan and Thrift Branch Registration New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

A person engaged in the business of making loans and imposing the interest and loan charges authorized under the Tennessee Industrial Loan and Thrift Companies Act, Tenn. Code Ann. §§ 45-5-101, *et seq.*

This license should only be applied for by a company that also holds or is applying for a TN Industrial Loan and Thrift Company Registration.

### Activities Authorized Under This License

This license authorizes the following activities...

- Consumer loan brokering
- Consumer loan lending
- Consumer loan servicing
- Sales finance company – motor vehicles
- Sales finance company – general
- Private student loan lending
- Private student loan servicing
- Industrial loan lending companies

### Pre-Requisites for License Applications

- None

The Tennessee Department of Financial Institutions does issue paper licenses for this license type.

### Document Uploads

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

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

### Agency Contact Information

Contact Compliance Division licensing staff by phone at (615) 253-6714 or send your questions via email to [askmortgage.licensing@tn.gov](mailto:askmortgage.licensing@tn.gov) for additional assistance.

*For U.S. Postal Service and Overnight Delivery:*

*Tennessee Department of Financial Institutions  
Compliance Division  
Tennessee Tower, 26<sup>th</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243*

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.

Complete	TN Industrial Loan and Thrift Branch Registration	Submitted via...
<input type="checkbox"/>	<b>TN License/Registration Fee:</b> \$625.00 <b>NMLS Initial Processing Fee:</b> \$0	<b>NMLS (Filing submission)</b>

**REQUIREMENTS COMPLETED IN NMLS**

Complete	TN Industrial Loan and Thrift Branch Registration	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Other Trade Names:</b> If this branch is 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 both the Branch Form (MU3) and the Company Form (MU1). TN does not limit the number of other trade names.	<b>NMLS</b>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	TN Industrial Loan and Thrift Branch Registration	Submitted via...
No branch documents are required to be uploaded into NMLS for this license/registration at this time.		

**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

Complete	TN Industrial Loan and Thrift Branch Registration	Submitted via...
No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.		

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	TN Industrial Loan and Thrift Branch Registration	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		