



Branch New Application Checklist Agency Requirements



TX-OCCC PROPERTY TAX LENDER BRANCH LICENSE

This document includes instructions for a branch (authorized delegates are not considered a branch in NMLS) new application request. If you need to complete a new application for a company location or individual; refer to the appropriate new application checklists.

Note: The company form (corporate location) must request a new application prior to the submission of a branch form.

Total License costs: \$820

- \$200 Investigation fee
- \$600 per active license
- \$20 NMLS processing fee.

Use the checklist below to complete the requirements for TX-OCCC.

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 Branch Form](#) 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](#)

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

For U.S. Postal Service:

*Office of Consumer Credit Commissioner
Licensing Department
2601 N Lamar Blvd
Austin, TX 78705*

For Overnight Delivery:

*Office of Consumer Credit Commissioner
Licensing Department
2601 N Lamar Blvd
Austin, TX 78705*

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

| FILED IN NMLS | ATTACHED | NOT APPLICABLE | TX-OCCC PROPERTY TAX LENDER BRANCH LICENSE |
|--------------------------|----------|--------------------------|---|
| <input type="checkbox"/> | N/A | N/A | Branch Manager: A branch manager must be designated for each licensed location. 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. |
| N/A | N/A | N/A | Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS. |
| <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 | <p>Financial Statements: Upload <u>audited</u> financial statements prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles. Must not be older than one year from date of application submission. Or, submit unaudited financial statements in accordance with GAAP that are not older than 60 days prior to application submission. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.</p> <p>NOTE: Financial statements are uploaded separately under the “Financial Statement” section of the Filing tab. See the Financial Statement Quick Guide for instructions.</p> |

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

WHO TO CONTACT – Contact TX-OCCC licensing staff by phone at [512-936-7600](tel:512-936-7600) or send your questions via e-mail to licensing@occc.state.tx.us for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.