



Company Amendments Agency Requirements



TX-OCCC PROPERTY TAX LENDER LICENSE

Instructions

When making changes to your record in NMLS, TX-OCCC does not require advance notice. Make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. TX-OCCC collects amendment fees for the following changes through NMLS during filing:
 - Change of Name: **\$25 per license**
 - Change of Other Trade Names: **\$25 per license**

How to submit Agency specific documents

1. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
 - a. In the NMLS document upload section, select the applicable document type.
2. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:
Your division name here
Your unit name here
Address Line 1
Address Line 2
City, State, Zip

For Overnight Delivery:
Your division name here
Your unit name here
Address Line 1
Address Line 2
City, State, Zip

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR CHANGE OF LEGAL NAME: Upload copies of the following documents: <ul style="list-style-type: none">• Filing with the Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Manager.

WHO TO CONTACT – Contact TX-OCCC licensing staff by phone at 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 AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.