



New Application Checklist Jurisdiction-Specific Requirements



TEXAS SML MORTGAGE BANKER REGISTRATION

Instructions

1. Each branch location wherever located, desiring to conduct business under this registration authority must be separately authorized and will require a filing of Form MU3 through NMLS.
2. Each individual originating a residential mortgage loan needs to be separately authorized and will require a filing of Form MU4 through NMLS. After the Form MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. Texas SML does not require a Qualifying Individual; this field can be left blank on Form MU1.
4. The Contact Employee Information field is extremely important to you and the Texas SML. The employee must be authorized to receive ALL compliance and licensing information, communications, and mailings regarding the entity, officers, directors and residential mortgage loan originators identified to the state, and be responsible for disseminating it within the applicant's or licensee's organization. This position is not required to be the Resident/Registered Agent.
5. The Resident/Registered Agent section of the Form MU1 form should be completed with the information currently on record with the Texas Secretary of State.
6. Company email addresses will be displayed to the public on the NMLS Consumer Access page when provided on the MU1 form; company email addresses are not mandatory but will facilitate communication between the regulator and company when provided.
7. DBAs should be listed under Other Business Names on Form MU1. Texas SML does not limit the number of DBAs.
8. Total Registration costs: \$550 including the NMLS processing fee.
9. All fees are collected through the NMLS and ARE NOT REFUNDABLE or TRANSFERABLE.
10. Texas SML will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
11. Jurisdiction-specific requirements as identified 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 OR Overnight Delivery:

Texas Department of Savings & Mortgage Lending
Division of Licensing
2601 N. Lamar
Suite #201
Austin, TX 78705

For Fax Delivery:

Division of Licensing
512-475-1360

NMLS Unique ID Number: _____ (Mortgage Banker Registration)

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE DOCUMENTATION. A certified copy of: <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form);
<input type="checkbox"/>	<input type="checkbox"/>	A Certificate of Authority or a Certificate of Good Standing dated not more than 60 days prior to the filing of an application through NMLS; and
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of Texas, submit certified proof of authorization to do business in this state from the Texas Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the appropriate documentation from the Texas Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact Division of Licensing staff by phone at 512-475-1350 or toll free at 877-276-5550 or send your questions via e-mail to nmls@sml.texas.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.