



New Application Checklist Jurisdiction-Specific Requirements



TEXAS SML RESIDENTIAL MORTGAGE LOAN SERVICER REGISTRATION

Instructions

1. An on-site manager is required to be appointed for all locations where the licensee conducts business with consumers. This individual must be listed as the “Qualifying Individual” on Form MU1, and his/her business address must match the address listed as the “Main Address” on Form MU1.
2. The Resident/Registered Agent section of the MU1 form should be completed with the information currently on record with Texas Secretary of State.
3. DBA’s should be listed under Other Business Names on Form MU1. Texas Savings & Mortgage Lending does not limit the number of dba’s.
4. Total License costs: \$ 700.00 including the NMLS processing fee.
5. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
6. The regulator 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.
7. 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: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND. Provide an original Residential Mortgage Loan Servicer bond in the amount of either \$25,000 for servicing volumes of <\$25,000,000 or \$50,000 for servicing volumes of >\$25,000,000 furnished by a surety company authorized to conduct business in Texas. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Click to download bond form
<input type="checkbox"/>	<input type="checkbox"/>	OTHER TRADE NAMES. For applicants that will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, which is not filed with the Texas Secretary of State, provide a file-stamped copy of the Certificate of Assumed Business Name from the Texas county from which it has been filed.
<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.