



Company New Application Checklist

Agency Requirements



UT-DRE MORTGAGE ENTITY LICENSE

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

Total License costs: \$325 including the NMLS processing fee. **Fees collected through the NMLS ARE NOT REFUNDABLE.**

Use the checklist below to complete the requirements for [UT-DRE](#)

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as any documents that may need to be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing 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](#).

Note: Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

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

For U.S. Postal Service:

Utah Division of Real Estate
PO Box 146711
Salt Lake City, UT 84114-6711

For Overnight Delivery:

Utah Division of Real Estate
160 E 300 S
Salt Lake City, UT 84111

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	UT-DRE MORTGAGE ENTITY LICENSE
<input type="checkbox"/>		<input type="checkbox"/>	Other Trade Name: DBA's must be listed under Other Trade Names on the NMLS Company Form. UT-DRE requires a separate license for each "Other Trade Name." Select UT-DRE Mortgage Entity License Other Trade Name #1, #2, etc. You must submit a Certificate of Existence from the Utah Division of Corporations for each dba license.
<input type="checkbox"/>			Qualifying Individual: The Lending Manager to serve as the Principal Lending Manager for the company must be listed under this section and hold a Lending Manager license that is sponsored by the company. See Lending Manager License Checklist for requirements and filing for this license.
<input type="checkbox"/>		<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"/>			Financial Statements: Upload a financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. 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.
<input type="checkbox"/>			Certificate of Authority/Good Standing Certificate: Upload a state-issued document from the Utah Division of Corporations demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.
	<input type="checkbox"/>	<input type="checkbox"/>	Notarized Letter: Provide a notarized letter on company letterhead authorizing the Lending Manager to use the company name. The letter must be signed by a company owner, president, or director.

The regulator 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 [Utah Division of Real Estate](#) licensing staff by phone at [801-530-6747](tel:801-530-6747) or send your questions via e-mail to realestate@utah.gov 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.