



## New Application Checklist Jurisdiction-Specific Requirements



# WASHINGTON EXEMPT MORTGAGE BROKER REGISTRATION

### Instructions

1. To register as an Exempt Mortgage Broker, your company must qualify per RCW 19.146.020 and WAC 208-660-008. Additionally, if you are a Credit Union Service Organization (CUSO) that needs to sponsor a loan originator license, you must first register your company as an Exempt Mortgage Broker.
2. Each individual originating mortgages, according to Washington State statute, needs to be separately authorized and requires a filing of Form MU4 through the NMLS. Licensing of loan originators for a CUSO is required, while licensing of loan originators for a depository institution is voluntary.
3. You are responsible for reviewing the Washington Mortgage Broker Practices Act (RCW 19.146) and accompanying rules (WAC 208-660) to ensure familiarity and compliance. You'll find these documents linked online at <http://www.dfi.wa.gov/cs/mortgage.htm>
4. Total Exempt Mortgage Broker Registration costs: \$100 including the NMLS processing fee. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. 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:*

*Department of Financial Institutions  
Division of Consumer Services  
PO Box 41200  
Olympia WA 98504-1200*

*For Overnight Delivery:*

*Department of Financial Institutions  
Division of Consumer Services  
150 Israel Rd SW  
Tumwater WA 98501*

**WHO TO CONTACT** – Contact DFI's Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to [DCS@dfi.wa.gov](mailto:DCS@dfi.wa.gov) for additional assistance.

THE APPLICANT/REGISTRANT 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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Contact DFI's Accessibility Coordinator at [accessibility@dfi.wa.gov](mailto:accessibility@dfi.wa.gov) or (360) 902-0506 to obtain this document in an alternative format.

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	WASHINGTON EXEMPT MORTGAGE BROKER REGISTRATION ITEM
<input type="checkbox"/>		<p>Provide your Washington State unified business identifier (UBI) number here:</p> <hr/> <p><b>MASTER BUSINESS LICENSE.</b> Your company must obtain a Master Business License issued by the Washington Department of Licensing <a href="http://www.dol.wa.gov">http://www.dol.wa.gov</a> You must register trade names (“dba”) on your Master Business License as well. You’ll find your UBI number on the Master Business License.</p> <p><b>SECRETARY OF STATE AUTHORITY.</b> If your company is not a sole proprietorship, you must register the company with the Washington Office of the Secretary of State <a href="http://www.secstate.wa.gov">http://www.secstate.wa.gov</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> On your letterhead, provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the company or any Control Person. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.</p>
<input type="checkbox"/>		<p><b>EVIDENCE OF EXEMPTION.</b> Provide written evidence to support your company’s claim for exemption, such as a published report to stockholders including an organization chart identifying the applicant company’s position as a subsidiary or affiliate of a depository institution</p>