



New Application Checklist Jurisdiction-Specific Requirements



WASHINGTON MORTGAGE BROKER BRANCH LICENSE

Instructions

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of a Branch Form (MU3) through NMLS. Washington does license residence address as branches.
2. Each individual originating mortgage loans, according to Washington State statute, needs to be separately authorized and will require a filing of an Individual Form (MU4) through NMLS.
3. If this branch location is using a trade name (“dba”) not used by any other licensed location in Washington, contact Washington Business License Services at www.bls.dor.wa.gov to register the trade name on your Washington State Business License.
4. 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>
5. Total Mortgage Broker license costs: \$205 including the NMLS processing fee.
6. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
7. Documents to be emailed to the Department must be received within 5 business days of the application filing through NMLS.

Email: MortgageLicensing@dfi.wa.gov

WHO TO CONTACT – For Washington specific questions concerning licensure, contact DFI at 360-902-8703, options 2, 3, 1.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON MORTGAGE BROKER BRANCH LICENSE ITEM
<input type="checkbox"/>		TRUST ACCOUNTING. Read the following questions carefully before determining what you need to submit for this requirement. <input type="checkbox"/> My company already has a trust account form on file with Washington and this branch office will use the same trust account. <input type="checkbox"/> This branch will use a trust account different from the main office. I attached a <i>“Certificate of Compliance and Authorization to Examine Trust Accounts”</i> form. <input type="checkbox"/> My company NEVER (not even reimbursement at closing) accepts monies on behalf of borrowers for the payment of third party service providers.
<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 the branch manager. 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.

Email this document to: MortgageLicensing@dfi.wa.gov

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