



Company New Application Checklist

Agency Requirements



WASHINGTON MORTGAGE BROKER LICENSE

This document includes instructions and requirements for a Washington Mortgage Broker application. This license is for companies, not individuals. The license description provides details on business activities requiring the Mortgage Broker License.

- ✓ Before applying, the company must obtain proper registration with Washington agencies outside DFI.
 - [Washington Secretary of State](#) You will need to receive a corporate registration
 - [Washington Business License Services](#) You will need to receive a Business License
 - [Washington Department of Revenue](#) You will need to verify your account is 'open'
- ✓ Applicants must have a Washington licensed and sponsored MLO in place **before** a company license can be issued.
- ✓ Total License costs: \$1,001 including the NMLS processing fee. Control people must also complete a Criminal Background Check (\$36.26 per person) and credit report authorization (\$15 per person) through NMLS. Fees collected through the NMLS ARE NOT REFUNDABLE.
- ✓ 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.

The checklist below includes requirements for a Washington Mortgage Broker application. It is critical to provide every applicable item with your initial application to Washington DFI.

A complete Washington Mortgage Broker application consists of items which fall into 4 categories:

1. Information **typed** in NMLS
2. PDF documents **uploaded** in NMLS
3. Electronic Surety Bond
4. Original documents **mailed** to Washington DFI

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

For help uploading documents in NMLS, use the [Quick Guide for document upload in NMLS](#). Documents uploaded cannot be seen by Washington DFI until the application is submitted in NMLS.

Original documents, marked "attached" on the checklist below, must be received, **along with the checklist within 5 business days** of the electronic submission of your application through 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

Applicant NMLS Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WASHINGTON MORTGAGE BROKER LICENSE
<p>Pre-license requirements: The company must obtain proper registration with WA agencies outside DFI.</p> <ul style="list-style-type: none"> • Washington Secretary of State You will need to receive a corporate registration • Washington Business License Services You will need to receive a Business License • Washington Department of Revenue You will need to verify your account is 'open' 			
<p>INFORMATION TYPED IN NMLS</p>			
<input type="checkbox"/>		<input type="checkbox"/>	<p>Other Trade Name: Type the name(s) your company uses to conduct business, other than its legal name, in Other Trade Names. You cannot use a trade name which is similar to another existing licensee's name.</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p>Web Addresses: Type all websites for your company in Web Addresses, including those used to solicit customers. Per WAC 208-660-446, the main page of your websites must contain all of the following:</p> <ul style="list-style-type: none"> • Applicant's legal name • Applicant's NMLS number • A link to NMLS Consumer Access <p>If your company uses a trade name on its website(s), you must also list your company's corporate name on the main page of your website(s).</p>
<input type="checkbox"/>			<p>Resident/Registered Agent: Type your company's Registered Agent information as reported to the Washington Secretary of State.</p>
<input type="checkbox"/>			<p>Qualifying Individual: Type the name of your company's Designated Broker in the Qualifying Individual section and select Washington.</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p>Disclosure Questions: Type an explanation for any "yes" answer to the disclosure questions. Type a separate explanation for each event. Upload all supporting documents, in PDF form, for each event.</p>
<input type="checkbox"/>			<p>MU2 Individual FBI Criminal Background Check (CBC) Requirements: Authorize a CBC and add "Agency Access" through submission of the Company Form (MU1) and Individual Form (MU2) for the following individuals:</p> <ul style="list-style-type: none"> • Any individual listed in the Direct Owner/Executive Officer section <p>After submission of the company form, schedule an appointment to be fingerprinted if new prints are required, or take no additional action if able to 'Use Existing Prints' to process CBC.</p> <p>Your fingerprints will be used to check the criminal history records of the FBI for purposes of determining your suitability for licensure. By authorizing a CBC, you are consenting to this use.</p> <p>See Completing the CBC Process for MU2s Quick Guide.</p>
<input type="checkbox"/>		<input type="checkbox"/>	<p>MLO Sponsorship: Submit a sponsorship in NMLS for an individual who holds or is applying for a WA MLO License.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WASHINGTON MORTGAGE BROKER LICENSE
PDF DOCUMENTS UPLOADED IN NMLS			
<input type="checkbox"/>		<input type="checkbox"/>	Organizational Chart: Upload an organizational (ownership) chart if your company is owned, in full or in part, by another entity. The upload should be under the document type <u>Organizational Chart/Description</u> .
<input type="checkbox"/>			Management Chart: Upload an organizational chart showing the company's divisions, officers and managers. The upload should be under the document type <u>Management Chart</u> .
<input type="checkbox"/>			Business Plan: Upload your company's business plan outlining marketing strategy, products and target markets. The upload should be under the document type <u>Business Plan</u> .
<input type="checkbox"/>		<input type="checkbox"/>	Non-US Citizens: Upload the document authorizing work in the US for any control person in the "Direct Owner/Executive Officer" section who is not a US citizen. The upload should be under the document type <u>Legal Name/Status Documentation of the Individual Form (MU2 or MU4)</u> .
ELECTRONIC SURETY BOND			
<input type="checkbox"/>			Surety Bond: Submit an Electronic Surety Bond via NMLS in the amount of \$20,000 furnished & submitted by a surety company authorized to conduct business in Washington. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.
ORIGINAL DOCUMENTS MAILED TO WA DFI			
	<input type="checkbox"/>		Trust Accounting: Review RCW 19.146.050 and WAC 208-660-410 before sending one of these forms: <ul style="list-style-type: none"> Use the "Certificate of Compliance and Authorization to Examine Trust Accounts" form to report each trust account used with WA loans. The trust account(s) must be located at a federally insured depository institution in Washington. You complete the top portion of the form, have the bank complete the bottom portion and the bank notarizes it. Use the "Alternative Certificate of Compliance" form if you intend NEVER (not even reimbursement at closing) to accept monies on behalf of borrowers for the payment of third party service providers.
	<input type="checkbox"/>		Activity Declaration: Mail the original Activity Declaration form completed by an individual who is listed in the Direct Owner/Executive Officer section of the Company Form (MU1).
	<input type="checkbox"/>		Designated Broker: Mail the Designated Broker Registration Checklist and attachments along with your Mortgage Broker Checklist and attachments.

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

BEFORE SUBMITTING THE APPLICATION FILING – ONLY EMPLOYEES OF THE APPLICANT CAN ATTEST AND SUBMIT COMPANY FILINGS. THIRD PARTIES MAY ASSIST WITH PREPARING THE FILING, BUT MAY NOT ATTEST AND SUBMIT IT.

**WASHINGTON MORTGAGE BROKER TRUST MONIES
ALTERNATIVE CERTIFICATE OF COMPLIANCE**

To: State of Washington
Department of Financial Institutions
Division of Consumer Services

For: _____
print licensee/applicant company name

I, the undersigned, designated broker of the above listed entity, an applicant for licensing under chapter 19.146 RCW, The Mortgage Broker Practices Act (the "Act), certify that I have read and understand RCW 19.146.050 and WAC 208-660-410, containing the requirements for the management of borrowers' funds. I realize that any violation of this section of the Act is a Class C Felony.

I further warrant that the above company and its principals, mortgage brokers, employees, loan originators, and independent contractors will not, at any time, up to and including the closing of a loan and disbursement of any monies associated with the loan, accept monies from a borrower, or from a third-party (e.g., an escrow agent) on behalf of a borrower, for the purposes of payment for services (e.g., an appraisal or credit report) provided by third parties.

signature of designated broker

print designated broker name

date

THIS FORM REQUIRES NOTARIZED SIGNATURE

Signed and sworn before me by: _____
print designated broker name

this _____ day of _____ 20__

signature of notary public
Notary Public in and for the

State of _____

County of _____

My appointment expires: _____

notary seal here

**WASHINGTON MORTGAGE BROKERS
CERTIFICATE OF COMPLIANCE AND
AUTHORIZATION TO EXAMINE TRUST ACCOUNTS**

To: State of Washington
Department of Financial Institutions
Division of Consumer Services

For: _____
licensee/applicant company name

The undersigned principal officer of the above listed licensee/applicant, hereby certifies that such firm has established and maintains a trust account(s) {"Trust Account"} in compliance with the Mortgage Broker Practices Act, RCW 19.146.050 and WAC 208-660-410, and that each Trust Account held for this purpose is correctly identified below:

Trust Account No.: _____	Trust Account No.: _____
Financial Institution: _____	Financial Institution: _____
Branch: _____	Branch: _____
Street Address: _____	Street Address: _____

The undersigned hereby authorizes the Director of the Department of Financial Institutions, or his/her designee, to examine the above described Trust Account(s). The undersigned further authorizes the above listed financial institution(s) to release to the Director, or his/her designee, information relating to the Trust Account(s) listed above, such information to include all account records and information. **The undersigned further acknowledges that any violation of RCW 19.146.050 is a Class C Felony.**

_____	_____
<i>signature of officer</i>	<i>date</i>
_____	_____
<i>print officer's name</i>	<i>title</i>

BANK VERIFICATION

Account No.: _____	Account No.: _____
Date established: _____	Date established: _____
Verified by: _____	Verified by: _____
<i>print bank representative's name</i>	<i>print bank representative's name</i>
Signature: _____	Signature: _____
Title: _____ Date: _____	Title: _____ Date: _____

(BANK REPRESENTATIVE'S SIGNATURE MUST BE NOTARIZED)

Signed and sworn before me by: _____
print bank representative's name

this _____ day of _____ 20____

Signature of Notary Public

Notary Public in and for the

notary seal here

State of _____

County of _____

My appointment expires: _____



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov/cs>

WASHINGTON MORTGAGE BROKER COMPANY APPLICATION
ACTIVITY DECLARATION

This form must be completed by a control person for the applicant.

I, _____ declare:
Print Owner/Officer Name

I am above the age of eighteen and, based on my personal knowledge, am competent to testify to the facts as stated in this declaration.

1. I am the _____ for _____
Declarant's Title Name of Applicant Company
and am authorized to make this Declaration on behalf of the company.

2. The applicant conducts the following business:

Brokering or table funding residential mortgage loans: The applicant began brokering or table funding Washington residential mortgage loans on or about _____, and in the 12 months preceding the date of this application originated _____ such loans.

Third party processing and/or underwriting: The applicant began third party processing and/or underwriting Washington residential mortgage loans on or about _____, and in the 12 months preceding the date of this application processed or underwrote _____ such loans.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

SIGNED this ____ day of _____, 20__, in _____, _____.

Signature

Individual NMLS Number: _____

Applicant Legal Name: _____

Applicant's phone number: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WASHINGTON DESIGNATED BROKER REGISTRATION
	<input type="checkbox"/>		Pre-License Testing: Contact PearsonVue directly to register for the Washington Designated Broker test at: http://www.pearsonvue.com/ <i>This test is not the same as any of the MLO Tests</i>
	NO ATTACHMENT		Pre-License Qualifications: What year did you receive your high school diploma or equivalent (e.g. "GED")? _____ (year) See WAC 208-660-350(1) or WAC 208-620-710 for alternative to the diploma.
<input type="checkbox"/>			Proof of Experience: Upload W2 or 1099 forms to demonstrate at least two years of experience in the residential mortgage loan industry within the past five years. See WAC 208-660-250(1)(e). The upload should be under the document type <u>Verification of Experience</u> of the Individual Form (MU4).
	<input type="checkbox"/>	<input type="checkbox"/>	Non-US Citizen: Upload the document authorizing work in the US if you are not a US Citizen. The upload should be under the document type <u>Legal Name/Status Documentation</u> of the Individual Form (MU4).
<input type="checkbox"/>		<input type="checkbox"/>	Disclosure Questions: For any "yes" answer to the disclosure questions, a written response must be provided on the MU4. Supporting documents (in PDF form) should be uploaded into NMLS.

Washington DFI staff will review the filing and all required documents and communicate with you through NMLS.

WHO TO CONTACT – For Washington specific questions concerning licensure, contact DFI at 360-902-8703 options 2, 3, 1 or DCS@dfi.wa.gov.