



DIVISION OF FINANCE

State of Missouri Division of Finance

Company New License Letter

Any individual, corporation, company, limited liability company, partnership, or association (unless exempt as provided in Sections 443.701-893 RSMo or applicable regulations) intending to operate as a Residential Mortgage Loan Broker shall complete this application form. The form must be filed directly with the Division of Finance in conjunction with your online license request through the Nationwide Mortgage Licensing System (NMLS).

Additional Fees: Applications requiring background investigations to be performed on more than five individuals will be assessed an additional non-refundable license investigation fee of \$50 for each individual in excess of five. This is in addition to the \$300 investigation fee paid through the NMLS. Once this form is received we will notify you if an additional investigation fee is required. The total non-refundable license investigation fee shall not exceed \$1,500 per application.

This form is authorized by the Missouri Secure and Fair Enforcement for Mortgage Licensing Act, Section 443.701 RSMo, et seq. ("Act"), and by the 20 CSR 1140-30 series of regulations. Terms contained in this form shall be construed as defined in Section 443.703.1 RSMo.

Please complete the attached form completely and accurately, and provide any additional required documentation. All questions are specific to Missouri. If additional pages are required, please attach and reference the question number in which it relates. If the required information is provided via NMLS, please notate. The statements contained in the form must be accurate as of the date of execution. "N/A" should be used for sections not applicable to your company.

If you should have any questions or would like clarification for any of the requirements listed, please contact the Missouri Division of Finance, Mortgage Licensing Section at 573-751-4243.

Please forward the completed form and notarized averment page to the address** below.

Division of Finance, Mortgage Licensing Section
301 W. High Street, Room 630
P.O. Box 716
Jefferson City, Missouri 65102-0716

****If you are utilizing a courier service, omit the P.O. Box and use zip code 65101.**

GENERAL LICENSE REVIEW QUESTIONNAIRE

DIVISION OF FINANCE

All applicants/licensees must complete this Questionnaire. All questions are specific to Missouri and apply to the applicant/licensee company. All questions are to be answered. If a question is not applicable, insert N/A. If information is uploaded into NMLS, notate this by the question. If there is inadequate space or attachments are required, attach additional sheets or material to this questionnaire and reference the section to which it refers.

1a. Company Name(s):

Legal Name:

NMLS ID:

All D/B/A's used for Missouri residential mortgage business.

1b. Principal Office:

Address: (Street, Suite, City, State, Zip)

Business Phone:

Website:

Mailing Address, if different than above: (Street, Suite, City, State, Zip)

2. Chief Operating Officer, Chief Executive Officer, or President:

Name:

Title:

Business Phone:

Email:

3. Licensing Primary Contact Person:

Name:

Title:

Business Phone:

Email:

4. Examination Primary Contact Person:

Name:

Title:

Business Phone:

Email:

5. Full Service Missouri In-State Office (if different from principal office):

Address (Street, Suite, City, State, Zip):

Business Phone:

NMLS ID:

MLO Linked to office on NMLS (Name & NMLS ID):

6. All Other Missouri Offices:

All other Missouri offices where the applicant/licensee company conducts residential mortgage business. Include all information as requested for Question 5.

7. Business Entity Form:

Select how the applicant/licensee company is organized based on its current formation documents – only select one.

- | | |
|--|--------------------------|
| Corporation | <input type="checkbox"/> |
| Limited Liability Company (LLC) – Member Managed | <input type="checkbox"/> |
| Limited Liability Company (LLC) – Manager/Board Managed | <input type="checkbox"/> |
| Limited Liability Company (LLC) – Member and Manager/Board Managed | <input type="checkbox"/> |
| Partnership – General | <input type="checkbox"/> |
| Partnership – Limited | <input type="checkbox"/> |
| Sole Proprietorship | <input type="checkbox"/> |

8. Direct Ownership and Control Persons:

List direct owners and control persons of the applicant/licensee company within the appropriate section based on the business entity form indicated in Question 7. Individuals listed should agree with the Control Persons designated on the NMLS. Individuals listed should have a criminal background check and credit report through the NMLS reviewable by Missouri dated within six months of this form.

Corporation – Board of Directors, LLC – Manager/Board Managed – Manager(s), or LLC – Board of Managers:

_____	_____
_____	_____
_____	_____

Corporation – Shareholder(s) (directly owns or controls $\geq 10\%$ of any stock) – List direct ownership or control % for each individual/entity:

_____	_____
_____	_____

LLC – Member(s) or Partnership – Partners (directly owns or controls $\geq 10\%$) – List direct or control ownership % for each individual/entity:

_____	_____
_____	_____
_____	_____

Sole Proprietorship (directly owns or controls 100%):

_____	_____
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Any Other Individual/Entity Not Listed Above That Influences Management (including executive officers and indirect owners considered control persons):

_____	_____
_____	_____
_____	_____
_____	_____

Note: Identify individual recently subject to a criminal background check and credit review through the NMLS related to a Mortgage Loan Originator License in Missouri with an asterisk (*) since they are not required for these individuals here.

9a. Percentage of Missouri Gross Income Derived from Missouri Business Activities:

If licensee company is already licensed in Missouri, base this on the most recent fiscal year. If applicant company is applying for a license in Missouri, base this on an estimate of the first fiscal year.

Brokering [see Section 443.703.1(18) RSMo]	_____ %
Funding(b) [see Section 443.703.1(16) RSMo]	_____ %
Purchasing(b) [see Section 443.703.1(26) RSMo]	_____ %
Servicing(a) [see Section 443.703.1(36) RSMo]	_____ %
Processing (independent contractor) [see Section 443.703.1(19) RSMo]	_____ %
Underwriting (independent contractor) [see Section 443.703.1(19) RSMo]	_____ %
Manufactured or Modular Home Origination [see Section 443.812.6 RSMo]	_____ %
Other _____	_____ %

Total of above should total 100% 100%

- (a) Includes wholly-owned loan servicing, loan servicing under mortgage servicing rights, subservicing for others, and subservicing by others.
- (b) Do not include exempt funding and purchasing [see Section 443.703.1(10)(c) and (d), respectively]

9b. Qualification For Waiver of the Missouri In-Office:

Does the applicant/licensee company request waiver of the Missouri in-state office in accordance with:

Servicing [see Section 443.812.5 RSMo and 20 CSR 1140-30.290(2)]?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Manufactured or Modular Home Origination [see Section 443.812.6 RSMo]?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Processing (independent contractor) [see Section 443.857 RSMo]?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Underwriting (independent contractor) [see Section 443.857 RSMo]?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If YES for Servicing, provide documentary evidence of qualification for waiver (percentage to agree to Question 9a).

10. Company Formation and Operating Documents:

Based on the applicant/licensee company's business form from Question 7, upload these documents in NMLS:

Corporation:

Articles of Incorporation and Restatements/Amendments
Bylaws and Restatements/Amendments

Limited Liability Company:

Articles of Organization and Restatements/Amendments
Operating Agreement and Restatements/Amendments

Partnership:

Partnership Agreement and Restatements/Amendments

11. Age Verification:

Are all applicants, members, directors, or principal officers at least 18 years old as required by Section 443.825 RSMo? ☐ YES ☐ NO

If NO, provide the name(s) of anyone under the age of 18: _____

12. Other Business:

Currently, does the applicant/licensee company or any officer, principal, partner, owner, member of board of directors/managers, or employee own more than 1% of the following settlement service providers, or currently does any of these settlement service providers own 1% or more of the applicant/licensee company?

<u>Type of Company</u>	<u>YES</u>	<u>NO</u>
Title Company	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Company	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Company	<input type="checkbox"/>	<input type="checkbox"/>
Credit Reporting Company	<input type="checkbox"/>	<input type="checkbox"/>
Credit Counseling Company	<input type="checkbox"/>	<input type="checkbox"/>
Credit Service Company	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>
Securities Company	<input type="checkbox"/>	<input type="checkbox"/>
Builder	<input type="checkbox"/>	<input type="checkbox"/>
Home Improvement Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Developer	<input type="checkbox"/>	<input type="checkbox"/>
Escrow Company	<input type="checkbox"/>	<input type="checkbox"/>
Any other settlement service provider	<input type="checkbox"/>	<input type="checkbox"/>

If YES to any of the companies, complete attached **Schedule A**.

13. Delinquency:

Is the applicant/licensee currently delinquent (more than 60 days past due) on any account owed to any creditor or vendor?

☐ YES ☐ NO

If YES, list the creditors and vendors, amount of delinquency, and reason for delinquency.

14. Management Chart:

Upload in NMLS a current Management Chart. Ensure it shows members of the Board of Directors or Board of Managers, if applicable, and reporting lines of authority for all senior officers and above. If critical areas (management control, financial accounting, information technology, legal, etc.) are performed by an affiliate or third party entity, indicate the areas and who performs.

15. Ownership Chart:

Upload in NMLS a current Ownership Chart. Ensure it shows all direct and indirect owners, and control persons of at least 10% of applicant/licensee company on a diluted basis.

16. Fiscal Year:

When does the applicant/licensee's fiscal year end (month/day)? _____

QUESTION 12 - SCHEDULE A

Name of Affiliated Entity	Type of Business	Address	Relationship	Amount of Ownership

APPLICANT AVERMENT

UNDER PENALTY OF PERJURY, I (WE) STATE THAT ALL OF THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY (OUR) KNOWLEDGE AND FURTHER STATE THAT AS THE APPLICANT/LICENSEE:

- a. Will maintain at least one full-service office within the state of Missouri as provided in section 443.857;
- b. Will maintain staff reasonably adequate to meet the requirements of section 443.857;
- c. Will keep for thirty-six months the same written records as required by the federal Equal Credit Opportunity Act, 15 U.S.C. 1691, et seq., and any other information required by rules of the director;
- d. Will timely file any report required pursuant to sections 443.701 to 443.893;
- e. Will not engage, whether as principal or agent, in the practice of rejecting residential mortgage applications or varying terms or application procedures without reasonable cause, on real estate within any specific geographic area from the terms or procedures generally provided by the residential mortgage loan broker within other geographic areas of the state;
- f. Will not engage in fraudulent home mortgage underwriting practices;
- g. Will not make payments for the purpose of improperly influencing the independent judgment of an appraiser;
- h. Has filed state and federal tax returns for the past three years or filed a statement with the director as to why no return was filed;
- i. Will not engage in any activities prohibited by section 443.863;
- j. Will not knowingly misrepresent, circumvent or conceal any material particulars regarding a transaction to which the applicant is a party;
- k. Will disburse funds in accordance with the applicant's agreements through a licensed and bonded disbursing agent or licensed real estate broker;
- l. Has not committed any crime against the laws of this state, or any other state or of the United States, involving moral turpitude, fraudulent or dishonest dealings and that no final judgment has been entered against the applicant in a civil action on grounds of fraud, misrepresentation or deceit which has not been previously reported to the director;
- m. Will account for and deliver to any person any property as agreed or required by law, or, upon demand of the person entitled to such accounting and delivery;
- n. Has not engaged in any conduct which would be cause for denial of a license;
- o. Has not become insolvent;
- p. Has not submitted an application which contains a material misstatement;
- q. Has not demonstrated negligence or incompetence in the performance of any activity required to hold a license under sections 443.701 to 443.893;
- r. Will advise the director in writing of any changes to the information submitted on the most recent application for license within forty-five days of such change. The written notice must be signed in the same form as the application for the license being amended;
- s. Will comply with the provisions of sections 443.701 to 443.893, or with any lawful order or rule made thereunder;
- t. Will submit to periodic examinations by the director as required by sections 443.701 to 443.893;
- u. Will advise the director in writing of any judgments entered against, and bankruptcy petitions by, the license applicant within five days of the occurrence of the judgment or petition; and
- v. Will implement appropriate systems of supervision, management, and control to assure that each employee engaged in the activities of a mortgage loan originator does so in compliance with sections 443.701 to 443.893, and will promptly report any detected violations or apparent violations to the director within thirty days of detection.

APPLICANT AVERMENT, CONTINUED

PERSONS REQUIRED TO EXECUTE THIS FORM: ALL MEMBERS OF THE BOARD OF DIRECTORS (corporations), ALL MEMBERS OF THE BOARD OF MANAGERS (some LLCs), MEMBERS (LLCs), PARTNERS (partnerships), OR OWNERS (sole proprietorships).

PERSONS MAY USE SEPARATE SHEETS, BUT EACH SHEET MUST BE NOTARIZED.

1) Name (print) _____ Title _____

Signature _____ Date _____

2) Name (print) _____ Title _____

Signature _____ Date _____

3) Name (print) _____ Title _____

Signature _____ Date _____

4) Name (print) _____ Title _____

Signature _____ Date _____

5) Name (print) _____ Title _____

Signature _____ Date _____

SIGNATURES MUST BE NOTARIZED.

STATE OF _____

COUNTY OF _____

Subscribed and sworn to me this _____ day of _____, _____.

My Commission expires _____, 20____.

NOTARY PUBLIC