



Uniform Company Renewal Checklist - Mortgage

Instructions

1. In order to ensure processing before January 1st, license renewal requests are to be submitted to the agency by the date specified by your state regulator. Each agency's renewal deadline can be found in the Renewal Section of the NMLS Resource Center. Use the checklist below in order to review requirements for Mortgage Licensees to determine whether your regulator requires any documentation to be submitted outside NMLS. **If your regulator does not require any documents outside of NMLS, there is no need to submit this checklist.**
2. The following state agencies do not require additional documentation to be submitted outside NMLS: Alaska, Arkansas, California-DBO, Colorado, Georgia, **Indiana-DFI (Updated 10/3/13)**, Iowa, Maine, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota, Oklahoma-DOCC, Rhode Island, South Carolina-DCA, South Dakota, Texas-SML, Utah-DRE, Vermont, Virginia, Washington, Wisconsin.
3. All requirements as identified on the checklist below must be submitted with this checklist within **5** business days of the electronic renewal submission to the agency address indicated below.

Requirements for Mortgage Licensees

Alabama	Illinois	Minnesota	Puerto Rico
Arizona	Indiana-SOS	Mississippi	South Carolina-BFI
California-BRE	Kansas	New Jersey (Updated 11/15/13)	Tennessee
Connecticut	Kentucky	New York	Virgin Islands
District of Columbia	Louisiana	North Carolina	West Virginia
Florida	Massachusetts	Ohio	Wyoming
Hawaii (Updated 11/26/13)	Maryland	Oregon	
Idaho	Michigan	Pennsylvania	

Requirements for Mortgage Licenses

NMLS Unique ID Number: _____

Licensee's Legal Name: _____

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
AL	<input type="checkbox"/>	<p><u>For Overnight Delivery:</u> STATE BANKING DEPARTMENT OF ALABAMA Attn: Bureau of Loans 401 Adams Avenue, Suite 680 Montgomery, AL 36104</p> <p><u>For US Postal Services:</u> STATE BANKING DEPARTMENT OF ALABAMA Attn: Bureau of Loans P. O. Box 4600 Montgomery, AL 36103-4600</p>	<p>Surety Bond Original Continuation Certificate or original Surety Bond showing extended expiration date.</p>
AZ	<input type="checkbox"/>	<p>ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS 2910 N. 44TH Street #310 Phoenix, AZ 85018 602-771-2800</p>	<ul style="list-style-type: none"> • Renewal Fee Form which includes RI CE and Inactive Status instructions Click to Download Form. • Financial Statement Requirements Click to Download Form. • Convert from a Mortgage Banker to a Mortgage Broker License Click to Download Form. • Convert from a Mortgage Broker to a Commercial Mortgage Broker Click to Download Form.
CA-BRE	<p>Renewal Requirements for Real Estate Corporation (Company) MLOs: Real Estate Corporation Company MLO license endorsement renewal requirements include a (MU1) renewal request/attestation submitted by the licensed designated broker-officer electronically through NMLS, and the payment of the appropriate renewal fees. A (MU1) renewal request/attestation submitted by someone other than the corporation's licensed designated broker-officer may cause a delay in the renewal of the company MLO license endorsement. The licensed designated broker-officer must also submit an individual (MU4) renewal request/attestation electronically through NMLS, the appropriate renewal fees, and evidence of completion of 8 hours of NMLS approved continuing education (CE). This individual (MU4) renewal request/attestation should be submitted prior to the filing of the company (MU1) renewal request/attestation and must be approved prior to the approval of a (MU1) company renewal request/attestation.</p> <p>Renewal Requirements for a Real Estate Broker Sole-Proprietor (Company) MLOs: Real Estate Broker Sole-Proprietor Company MLO license endorsement renewal requirements include a (MU1) renewal request/attestation submitted by the licensed real estate broker electronically</p>		

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
CA-BRE (continued)			<p>through NMLS, and the payment of the appropriate renewal fees. The licensed broker must also submit an individual (MU4) renewal request/attestation electronically through NMLS, the appropriate renewal fees, and evidence of completion of 8 hours of NMLS approved CE. This individual (MU4) renewal request/attestation should be submitted prior to the filing of the company (MU1) renewal request/ attestation and must be approved prior to the approval of a (MU1) company renewal request/attestation.</p> <p>The submission of mortgage call reports is a SAFE Act requirement and is also required pursuant to California Business & Professions Code 10166.08. A licensed company MLO that fails to submit required 2012 mortgage call reports to NMLS will result in the denial of the renewal of that company's MLO license endorsement for 2013.</p> <p>Underlying Real Estate License must be in a "Current Status" to Renew MLO License Endorsement: In order to renew an Individual or Company MLO license endorsement the underlying real estate license must be in a "current status". A MLO whose real estate license is in an expired, revoked, or suspended status will not be able to renew their MLO license endorsement.</p>
CT	<input type="checkbox"/>	CONNECTICUT DEPARTMENT OF BANKING Consumer Credit Division, 260 Constitution Plaza, Hartford, CT 06103.	<ul style="list-style-type: none"> • Active License Items: Require your attention and action prior to renewing for 2014. • Surety Bond: Annual confirmation of the mortgage surety bond is required. The principal shall calculate the aggregate dollar amount of all Connecticut residential mortgage loans originated by the company for the twelve month period from July 1, 2012 to June 30, 2013. If the amount of coverage required has changed (see chart), please submit a rider to the surety bond with original signatures to the Department. <p>If you wish to replace your existing bond, please complete a new bond form in the appropriate penal sum as determined by the chart. The new bond must cover the main office and the addendum to such bond shall cover any branch office as well as all mortgage loan originators sponsored by the company. The name of the principal insured on the bond must match exactly the full legal name of the company. You must upload a fully executed bond (addendum included) in NMLS and mail the ORIGINAL bond (addendum included) to the CT Department of Banking. The following bond forms are attached for your reference: Mortgage License Bond, Exempt Entity Bond, Debt Negotiator Bond and Exempt Entity Bond.</p>

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS								
CT (continued)											
DC	<input type="checkbox"/>	DEPARTMENT OF INSURANCE, SECURITIES & BANKING 810 First Street, NE Suite 701 Washington, DC 20002	<p>In order to renew a mortgage lender, broker, or mortgage dual authority license, a licensee should:</p> <ul style="list-style-type: none"> • Pay the applicable ANNUAL ASSESSMENT by October 15, 2013. Failure to submit the applicable annual assessment by the October 15, 2013 deadline will subject the licensee to a \$300 late fee. • File with the NMLS a license RENEWAL REQUEST at least thirty (30) days prior to the expiration date of the current license. License renewal requests filed after December 1, 2013 but before December 31, 2013, shall be subject to a \$300 late fee. • Provide a continuation or verification certificate evidencing that the SURETY BOND on record with this office will continue to be in force and effect through December 31, 2014. The certificate must be properly executed and available to be UPLOADED to NMLS with the submission of the license renewal request. If replacing an existing bond, licensees are reminded that the name of the principal insured on the bond must match exactly the full legal name of the licensee and must include its trade name, if applicable. If a new bond is issued, there should be no lapse in coverage. Use the chart below to determine adequate bond coverage. <table border="1" data-bbox="1102 1032 1860 1414"> <thead> <tr> <th data-bbox="1102 1032 1562 1105">Total Dollar Volume of Loans</th> <th data-bbox="1562 1032 1860 1105">Minimum Required Bond Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="1102 1105 1562 1179">Total Volume of loans was \$1,000,000 or less</td> <td data-bbox="1562 1105 1860 1179">\$12,500</td> </tr> <tr> <td data-bbox="1102 1179 1562 1292">Total volume was more than \$1,000,000 but less than \$2,000,000</td> <td data-bbox="1562 1179 1860 1292">\$17,500</td> </tr> <tr> <td data-bbox="1102 1292 1562 1414">Total volume was more than \$2,000,000 but less than \$3,000,000</td> <td data-bbox="1562 1292 1860 1414">\$25,000</td> </tr> </tbody> </table>	Total Dollar Volume of Loans	Minimum Required Bond Amount	Total Volume of loans was \$1,000,000 or less	\$12,500	Total volume was more than \$1,000,000 but less than \$2,000,000	\$17,500	Total volume was more than \$2,000,000 but less than \$3,000,000	\$25,000
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Total volume was more than \$2,000,000 but less than \$3,000,000	\$25,000										

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS	
DC (continued)			Total volume was more than \$3,000,000	\$50,000
<p>Note: Subject to approval by the Commissioner, if an applicant files four (4) or more or renewal applications at the same time, the applicant may provide a blanket surety bond for all licensed offices in the amount of two hundred thousand dollars (\$200,000)</p>				
<p>Note: License renewal requests filed after December 31, 2013 but before February 28, 2014, shall be subject to a \$400 reinstatement fee. A license that remains expired after February 28, 2014 cannot be renewed. The entity must apply for a new license and will be subject to all applicable new license requirements.</p>				
FL	See Florida's website for requirements: http://www.flofr.com/PDFs/FMCRenewal.pdf			
HI	<input type="checkbox"/>	HAWAII DIVISION OF FINANCIAL INSTITUTIONS 335 Merchant Street, Room 221 Honolulu, HI 96813	<p>Mortgage Servicer</p> <ul style="list-style-type: none"> • Mortgage Servicer License 2014 Renewal Checklist • Renewal Statement Form <p>(Updated 11/26/13)</p>	
ID	<input type="checkbox"/>	Idaho Department of Finance Consumer Finance Bureau 800 Park Blvd Ste 200 Boise, Idaho 83712	<ul style="list-style-type: none"> • Qualified Individuals/QPICs: Effective July 2013, all QI/QPICs must be licensed as Idaho MLO's and must meet all requirements regarding testing/education, Criminal Background Check and Credit Report Authorization <u>prior to the company attesting</u> and submitting a 2014 renewal request. • Control Persons/MU2: All control persons with an MU2 filing, including QI/QPIC and branch managers, must file a Credit Report Authorization <u>prior to the company attesting</u> and submitting a 2014 renewal request. Additionally, these parties must meet the Idaho Financial Responsibility requirements outlined in Idaho Policy 2011-01. Please review this policy prior to submission. All documents submitted to meet financial responsibility requirements must be received by the Department no later than December 15 in order to be reviewed prior to license 	

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
ID (Continued)			<p>expiration on December 31.</p> <ul style="list-style-type: none"> • License Deficiencies: All license items and deficiencies must be cleared <u>prior to the company attesting</u> and submitting a 2014 renewal request or the company may be subject to a Letter of Warning for false attestation. • Reinstatement/Reinstatement Fee: Licenses not approved by December 31 due to late (after December 15) and/or <i>incomplete</i> filings will be subject to a reinstatement fee of \$200 per license.
IL	<input type="checkbox"/>	IL DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION DIVISION OF BANKING 100 W. Randolph Street, 9 th Floor Chicago, IL 60601	<p>In order to renew a COMPANY license, a licensee should file the following IL State Required Documents directly with the Department, no later than <u>OCTOBER 1, 2013:</u></p> <p>NOTE: FAILURE TO SUBMIT STATE REQUIRED DOCUMENTS BY OCTOBER 1st MAY CAUSE A DELAY IN RENEWAL PROCESSING. TO VERIFY THE STATUS OF YOUR RENEWAL OR ANY DEFICIENCIES/REQUIREMENTS CONSULT THE NMLS.</p> <ul style="list-style-type: none"> • CONTINUATION CERTIFICATE FOR THE SURETY BOND (Required amount set by 38 Ill. Adm. Code 1050.490) Signature required. Surety Bond is for term of license and covers licensee and mortgage loan originator activities. Surety bond must show the name of the licensee. If using a DBA/or assumed name, this must be noted on the Bond. <ul style="list-style-type: none"> ○ Section 1050.490 Bonding Requirements (Click to Download Form) ○ Licensee Bond Form (Click to Download Form) ○ Exempt Entity Bond Form (Click to Download Form) • CONTINUATION CERTIFICATE FOR THE FIDELITY BOND (\$100,000) Expiration date and signature required. No continuous bond documentation (without an expiration date) will be accepted. The Fidelity Bond must show the name of the licensee, if using a DBA/or assumed name, this must be noted on the Bond. For a licensee classified as a banker and/ or an out of state broker with no office in the State of Illinois, a fidelity bond is required per the Illinois Residential Mortgage License Act 205 ILCS 635 Section 3-4(b).

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
IL (continued)			<ul style="list-style-type: none"> • CURRENT CERTIFICATE OF GOOD STANDING from the Secretary of State, State of Illinois. • IL STATE POLICE FORM – AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE For each Owner or Control Person (10% or more ownership of company), provide an executed original copy of the Illinois State Police Form. Complete the top portion only. Click to Download Form. • CREDIT CHECK Individuals in a position of control are required to authorize a credit report through NMLS <u>annually</u>. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the license renewal request for your company can be filed through NMLS by using the applicable form MU1 and MU2 (filing tab). <u>THIS REQUIREMENT IS DUE BY OCTOBER 1st.</u> • ACTIVITY PERCENTAGES TOTALING 100% Click to Download Form • DIRECT OWNERS/OFFICER/DIRECTOR INFORMATION FORM Click to Download Form • AVERMENTS OF LICENSEE Signed and notarized. Click to Download Form
IN-SOS	<input type="checkbox"/>	INDIANA SECRETARY OF STATE SECURITIES DIVISION 302 W. Washington Street, Room E111 Indianapolis, IN 46204 317-232-6681	Ultimate Equitable Owner(s) \$100.00 for each ultimate equitable owner. Checks are made payable to the Secretary of State. If the owner has never had an FBI background check submitted through our office then click Federal Criminal Background Report: Explanation and Instructions for instructions on obtaining a report, include with this checklist the receipt for the report. For complete details, click the following link: Loan Broker Information
KS	<input type="checkbox"/>	KANSAS OFFICE OF THE STATE BANK COMMISSIONER DIVISION OF CONSUMER AND MORTGAGE LENDING 700 SW Jackson St., Suite 300 Topeka, KS 66603	Kansas 2014 Renewal Assessment (via NMLS Invoice). Mortgage Companies and Supervised Lenders planning to renew their license must submit the annual renewal assessment to the Kansas Office of the State Bank Commissioner (OSBC) via an NMLS invoice due on or before December 1, 2013.
KY	<input type="checkbox"/>	KENTUCKY DEPARTMENT OF FINANCIAL INSTITUTIONS 1025 Capital Center Drive, Suite 200 Frankfort, KY 40601	Annual Report Form Companies and brokers to complete and submit. Click to Download Form.

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LA	<input type="checkbox"/>	LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS NMLS@ofi.louisiana.gov Fax: 225-922-2860	Loan Volume & Surety Bond Affidavit Complete then return via email or facsimile. Click to Download the Form.
MA	<input type="checkbox"/>	MASSACHUSETTS DIVISION OF BANKS MORTGAGE LENDER/BROKER LICENSING UNIT 1000 Washington Street, 10 th Floor Boston, MA 02118 617-956-1500 x 351	<u>For Mortgage Companies</u> <ul style="list-style-type: none"> • Surety Bond. Submit an original rider or continuation certificate extending the Mortgage Lender and/or Mortgage Broker Bond through December 31, 2014, even if the bond is continuous. No other expiration dates will be accepted. • Executed CORI Request Forms with a copy of valid government issued ID for all individuals who have an MU2 associated with your company unless they have an Individual Form (MU4) Click to Download Form
MD	<input type="checkbox"/>	MARYLAND OFFICE OF THE COMMISSIONER OF FINANCIAL REGULATION ATTN. LICENSING UNIT 500 N Calvert Street, Suite 402 Baltimore, Maryland 21202 Tel: 410-230-6155 or 888-784-0136	<u>For Mortgage Companies</u> <ul style="list-style-type: none"> • Volume of Maryland Mortgage Business. Upload a sworn notarized statement, signed by an owner, officer or control person, providing the volume of Maryland mortgage business (including lending, brokering and servicing) conducted by the applicant in the previous twelve (12) months. If the applicant has not conducted a mortgage lending business at any time during the 36 months preceding the application, state so in the sworn statement. • Surety Bond. <ol style="list-style-type: none"> 1. Surety Bond Verification Certificate. If there are no amendments to the bond currently on file, upload copy of current verification certificate; OR 2. Original Surety Bond/Surety Bond Rider. If the applicant has changed bond companies or needs to amend any information on the bond currently on file (including the bond amount), upload and mail a continuous surety bond or surety bond rider in the amount required by Maryland law and furnished by a surety company authorized to conduct business in the State of Maryland. The name and address of the principal insured on the bond must match exactly the full legal name and address of the applicant. The bond amount is based on the volume of Maryland mortgage business conducted by the company (including business conducted by the branches) in the previous twelve (12) months. \$50,000 if volume is \$3,000,000 or less

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
MD (continued)	<input type="checkbox"/>		<p style="text-align: center;"> \$100,000 if volume is \$3,000,000.01 - \$10,000,000 \$150,000 if volume is \$10,000,000.01 or more \$750,000 blanket if 5 or more apps at same time </p> <ul style="list-style-type: none"> • Certificate of Good Standing. Upload a Maryland State Department of Assessments and Taxation Certificate of Good Standing dated not more than sixty (60) days from the filing of this renewal application issued. • Continuing Education. Each Maryland Qualifying Individual and Branch Manager must complete 8 hours of NMLS approved continuing education (including 1 hour of instruction on Maryland mortgage-related law). <p><u>For Exempt Mortgage Companies</u></p> <ul style="list-style-type: none"> • Surety Bond. <ol style="list-style-type: none"> 1. Surety Bond Verification Certificate. If there are no amendments to the bond currently on file, upload copy of current verification certificate; OR 2. Original Surety Bond/Surety Bond Rider. If the applicant has changed bond companies or needs to amend any information on the bond currently on file (including the bond amount), upload and mail a continuous surety bond or surety bond rider in the amount required by Maryland law and furnished by a surety company authorized to conduct business in the State of Maryland. The name and address of the principal insured on the bond must match exactly the full legal name and address of the applicant. The bond amount is based on the volume of Maryland mortgage business conducted by the company (including business conducted by the branches) in the previous twelve (12) months. <p style="text-align: center;"> \$50,000 if volume is \$3,000,000 or less \$100,000 if volume is \$3,000,000.01 - \$10,000,000 \$150,000 if volume is \$10,000,000.01 or more </p> • \$750,000 blanket if 5 or more apps at same time
MI	<input type="checkbox"/>	DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES ATTN: CONSUMER FINANCE SECTION 110 W. Michigan Avenue, Suite 400 Lansing, MI 48933 877-999-6442 mcghees@michigan.gov	<ul style="list-style-type: none"> • Original Bond or Continuation Certificate extending expiration date to December 31, 2014, or subsequent year, when required for license type. • License Deficiencies: All license item deficiencies must be cleared prior to the company attesting and submitting a 2014 renewal request.

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS										
MN	<input type="checkbox"/>	DEPARTMENT OF COMMERCE FINANCIAL INSTITUTIONS DIVISION 85 7 th Place East Suite 500 St. Paul, MN 55101 Phone: 651-539-1723 mortgage.commerce@state.mn.us	<ul style="list-style-type: none"> Minnesota 2014 License Renewal. Mortgage Originator and Servicer Companies must complete and mail the Notice by December 15, 2013. Click to Download Form. <p>Mortgage Originators:</p> <ul style="list-style-type: none"> Bond Continuation Certificate or Original Surety Bond or verification certificate evidencing that the bond is still in force and effect. The bond form must be uploaded into NMLS through a Company Form Filing. The bond amount must be based on the dollar amount of closed residential mortgage loans originated in Minnesota in the preceding year according to the table below: <table border="1" data-bbox="1129 597 1831 1032" style="margin: 10px auto;"> <thead> <tr> <th>Total Dollar Amount of Closed Residential Mortgage Loans</th> <th>Minimum Required Bond Amount</th> </tr> </thead> <tbody> <tr> <td>\$0 to \$5,000,000</td> <td>\$100,000</td> </tr> <tr> <td>\$5,000,000.01 to \$10,000,000</td> <td>\$125,000</td> </tr> <tr> <td>\$10,000,000.01 to \$25,000,000</td> <td>\$150,000</td> </tr> <tr> <td>Over \$25,000,000</td> <td>\$200,000</td> </tr> </tbody> </table> <p>Companies should review bond to ensure the correct bond amount is submitted with renewal.</p> <p>Mortgage Servicers: Copy of Bond Continuation Certificate, Verification Certificate, or Letter of Credit in the amount of \$100,000. In the alternative, evidence of approved seller/servicer by FNMA or FHLMC documentation must be uploaded. The bond or letter of credit must be uploaded in NMLS.</p>	Total Dollar Amount of Closed Residential Mortgage Loans	Minimum Required Bond Amount	\$0 to \$5,000,000	\$100,000	\$5,000,000.01 to \$10,000,000	\$125,000	\$10,000,000.01 to \$25,000,000	\$150,000	Over \$25,000,000	\$200,000
Total Dollar Amount of Closed Residential Mortgage Loans	Minimum Required Bond Amount												
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STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
MS	<input type="checkbox"/>	MISSISSIPPI DEPARTMENT OF BANKING AND CONSUMER FINANCE MORTGAGE DIVISION 501 N West Street 901A Woolfolk Building Jackson, MS 39201 800-844-2499 mortgage@dbcf.ms.gov	<p>Surety Bond. Original Continuation Certificate or original Surety Bond showing extended expiration date. This must be mailed to the Department.</p> <p>Fingerprint Cards All Executive Officers of a licensed entity will have to provide fingerprint cards to the Department.</p> <p>Credit Check All Executive Officers of a licensed entity will have to request and authorize a credit report through NMLS.</p> <p>Loan Originator At least one licensed loan originator with the company will have to have completed the Renewal Requirements in order for the company's renewal to be approved.</p>
NC	<input type="checkbox"/>	NORTH CAROLINA COMMISSIONER OF BANKS 316 W. Edenton Street Raleigh, NC 27603	<p>Mortgage Servicers: At the time of renewal Servicers must log into the NCCOB Online Access and verify its current schedule of the ranges of costs and fees it charges borrowers for its servicing related activities.</p>
NJ	<input type="checkbox"/>	NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE 20 West State Street, 8th Floor Trenton, NJ 08608	<ul style="list-style-type: none"> • All Qualified Individuals and Mortgage Loan Originators who completed their FBI fingerprinting in 2010 will be required to complete a new electronic scan of fingerprints and request a new FBI Criminal Background Check through the NMLS process in order to be eligible to renew their licenses. • All companies must file any outstanding Mortgage Call Reports (MCRs) before renewal. • All Qualified Individuals and MLOs who are in an Approved-Conditional or Approved-Deficient status must authorize a new credit report. <p>(Updated 11/15/13)</p>

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS												
NY	<input type="checkbox"/>	NEW YORK DEPARTMENT OF FINANCIAL SERVICES Attn: License Renewal Agent-Mortgage Banking One State Street New York, NY 10004	Exempt Mortgage Bankers, Brokers and Mortgage Loan Servicers – Must provide the information requested in the Department's Recertification Letter no later than February 28, 2014.												
OH	<input type="checkbox"/>	DIVISION OF FINANCIAL INSTITUTIONS 77 South High Street, 21 st floor Columbus, Ohio 43215 webdfi-cf@dfi.com.state.oh.us	OMBA Surety Bond Declaration/Bond Form and/or the OMLA Surety Bond Declaration/Bond Form Companies will need to submit, as applicable. Click to download the OMBA and/or OMLA form.												
OR	<input type="checkbox"/>	OREGON DEPARTMENT OF CONSUMER AND BUSINESS SERVICES Division of Finance and Corporate Securities PO Box 14480 Salem OR 97309	Surety Bond. In order to renew, Oregon requires that a company's surety bond meets the minimum bond amount based upon the company's Oregon loan origination volume reported on the 2012 annual report filed with the Division (not the mortgage call report) using the following scale: <table border="1" data-bbox="1003 789 1969 1271"> <thead> <tr> <th data-bbox="1003 789 1472 873">Volume of Oregon Mortgage Loan Originations</th> <th data-bbox="1472 789 1969 873">Minimum Bond Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="1003 873 1472 943">Less than \$10,000,000</td> <td data-bbox="1472 873 1969 943">\$50,000</td> </tr> <tr> <td data-bbox="1003 943 1472 1027">At least \$10,000,000 but less than \$25,000,000</td> <td data-bbox="1472 943 1969 1027">\$75,000</td> </tr> <tr> <td data-bbox="1003 1027 1472 1112">At least \$25,000,000 but less than \$50,000,000</td> <td data-bbox="1472 1027 1969 1112">\$100,000</td> </tr> <tr> <td data-bbox="1003 1112 1472 1196">At least \$50,000,000 but less than \$100,000,000</td> <td data-bbox="1472 1112 1969 1196">\$150,000</td> </tr> <tr> <td data-bbox="1003 1196 1472 1271">More than \$100,000,000</td> <td data-bbox="1472 1196 1969 1271">\$200,000</td> </tr> </tbody> </table> If your bond on file with the Division already meets the minimum bond amount required for your company or you did not file a 2012 annual report, you do NOT have to send anything. If your bond does not meet the minimum requirement,	Volume of Oregon Mortgage Loan Originations	Minimum Bond Amount	Less than \$10,000,000	\$50,000	At least \$10,000,000 but less than \$25,000,000	\$75,000	At least \$25,000,000 but less than \$50,000,000	\$100,000	At least \$50,000,000 but less than \$100,000,000	\$150,000	More than \$100,000,000	\$200,000
Volume of Oregon Mortgage Loan Originations	Minimum Bond Amount														
Less than \$10,000,000	\$50,000														
At least \$10,000,000 but less than \$25,000,000	\$75,000														
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More than \$100,000,000	\$200,000														

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OR (continued)			<p>please submit the original bond on the approved form (http://www.oregondfcs.org/forms/2775.pdf) in the appropriate amount or an original bond rider.</p>
PA	<input type="checkbox"/>	<p>PENNSYLVANIA DEPARTMENT OF BANKING AND SECURITIES Attn: Non-Depository Licensing Division 17 N. Second Street, Suite 1300, Harrisburg, PA 17101. Tel: 717-787-3717 Fax: 717-787-8773</p>	<p>Required Items:</p> <ul style="list-style-type: none"> • Continuation Certificate For The Surety Bond: Upload a Bond Continuation Certificate, evidencing that it is still in full force and effect, into NMLS under “Document Uploads” and select “Surety Bond.” (If a new bond, upload copy into NMLS and send original signed bond to the Department.) • Continuation Certificate For The Fidelity Bond: Upload a Fidelity Bond Certificate, evidencing that it is still in full force and effect, into NMLS under “Document Uploads” and select “Fidelity Bond.” (If a new bond, upload copy into NMLS and send original bond to the Department.) • Warehouse Line Of Credit (if applicable): Upload a Warehouse Line of Credit Certificate, evidencing that it is still in full force and effect, into NMLS under “Document Uploads” and select “Business Plan.” (If a new Warehouse Line of Credit, upload copy into NMLS and send original to the Department.) • Continuing Education: Company Qualifying Individual (QI) and Branch Manager(s) of licensed branch location(s) must take 8 hours of NMLS approved continuing education, including 1 hour of PA specific, in 2013 in order to renew for 2014, unless the required 20 hours of PE (including the 3 hours of PA specific) was completed in 2013.
PR	<input type="checkbox"/>	<p>COMMISSIONER OF FINANCIAL INSTITUTIONS; REGULATION AND LICENSING DIVISION P.O. Box 11855 San Juan, PR 00910-3855</p>	<p>Surety Bond. Original Continuation Certification or original surety bond.</p>

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS								
SC-BFI	<input type="checkbox"/>	CONSUMER FINANCE DIVISION 1205 Pendleton Street, Suite 306 Columbia, SC 29201 803-734-2020 cfd@bofi.sc.gov	<p>Surety Bond. Provide a statement showing volume of South Carolina business from January 1, 2013 to the present. Submit a bond/bond rider if applicable.</p> <table border="1" data-bbox="1003 316 1959 459"> <thead> <tr> <th data-bbox="1003 316 1482 345">Dollar Amount of Loans</th> <th data-bbox="1482 316 1959 345">Bond Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="1003 345 1482 386">\$0 to \$49,999,999</td> <td data-bbox="1482 345 1959 386">\$50,000</td> </tr> <tr> <td data-bbox="1003 386 1482 427">\$50,000,000 to 249,999,999</td> <td data-bbox="1482 386 1959 427">\$100,000</td> </tr> <tr> <td data-bbox="1003 427 1482 459">\$250,000,000 and greater</td> <td data-bbox="1482 427 1959 459">\$150,000</td> </tr> </tbody> </table>	Dollar Amount of Loans	Bond Amount	\$0 to \$49,999,999	\$50,000	\$50,000,000 to 249,999,999	\$100,000	\$250,000,000 and greater	\$150,000
Dollar Amount of Loans	Bond Amount										
\$0 to \$49,999,999	\$50,000										
\$50,000,000 to 249,999,999	\$100,000										
\$250,000,000 and greater	\$150,000										
TN	<input type="checkbox"/>	TENNESSEE DEPARTMENT OF FINANCIAL INSTITUTIONS; COMPLIANCE DIVISION 414 Union Street, Suite 1000 Nashville, TN 37219 Askmortgage.licensing@tn.gov 615-253-6714	<ul style="list-style-type: none"> • Surety Bond. Original Continuation Certificate or original Surety Bond, with power of attorney, showing extended expiration date of December 31, 2013. Click to view bond amount requirements for renewal. • Supplemental Report. This form will be available on the Department's website prior to November 1 and must be submitted prior to December 31. Click to Download Annual Report Form. <p>Failure to timely submit both above items will result in the expiration of your license at the close of business on December 31.</p>								
VI	<input type="checkbox"/>	OFFICE OF THE LIEUTENANT GOVERNOR Division of Banking and Insurance 5049 Kongens Gade St. Thomas VI 00802	<ul style="list-style-type: none"> • Surety Bond Continuation Certificate evidencing that it is still in full force and effect • Tax Clearance Letter for VI Bureau of Internal Revenue • Certificate of Good Standing from Division of Corporations and Trademarks • Letter of Certification from one's home state indicating that they are current in that state • Annual Mortgage Report Click to Download Form. 								
WV	<input type="checkbox"/>	WEST VIRGINIA DIVISION OF FINANCIAL INSTITUTIONS 900 Pennsylvania Avenue, Suite 306 Charleston, WV 25302-3542	<p>In order to renew any COMPANY license, financial statements bearing a date of June 30, 2013 or newer must be uploaded into NMLS. At a minimum, financial statements must include a balance sheet and income statement. All financial statements must be prepared in accordance with generally accepted accounting principles; however, audited statements are not required.</p>								

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
WY	<input type="checkbox"/>	WYOMING DIVISION OF BANKING Herschler Building, 3 East 122 West 25 th Street Cheyenne, WY 82002	Surety Bond. Provide an original surety bond Continuation Certificate, or surety bond rider based on the volume of Wyoming mortgage business conducted by your company in the previous twelve (12) months if the bond amount is to be amended. \$0 to \$3,000,000 \$25,000 \$3,000,001 to 9,999,999 \$50,000 \$10,000,000 and greater \$100,000

Appendix A: State Agencies not Currently Managing Company/Branch License Renewals through NMLS

Delaware
 Missouri
 Texas-OCCC
 UT-DFI