

## Company Books and Records

### Overview/Policy

Applicants and Licensees should list the company name and address of the location where books and records are stored. They should also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the storage location.

Please consult state licensing requirements to see if any states have further requirements for this section.

### Definitions and Charts

Not Applicable

### How To

#### Add Books and Records:

1. From the *Books and Records Information* screen, click **Add**.
2. Complete all **required fields**.
3. **Check** the corresponding Industry Type(s).
4. **Check** the corresponding State(s).
5. Click **Save**.

#### Books and Records Information

Schmidt Mortgage Company, LLC (8054) MU1 filing created 6/11/2014 by SchmidtLM.
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Total Charges: \$0.00

Provide the information requested below for the records custodian maintaining records for the company. Provide the name of the individual who should be contacted with inquiries or to gain access to the storage location. If multiple custodians maintain records for the company, use the Comments field to indicate the types of records this custodian maintains.

Company:

First Name:

Last Name:

Main Address

Business Address:   
(Do not provide PO Box)

City:

State:

Country / Province:

Postal Code:

Business Phone:  999-999-9999;0000

Fax Line:  999-999-9999

Email Address:

Industry Type(s):

Mortgage  Debt

Consumer Finance  Money Services

State(s):

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input checked="" type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input checked="" type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee

Repeat steps to add an additional Books and Records or click the Edit icon to edit or delete a record custodian.

### Helpful Hints

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1. Clicking the Copy button will insert the main address as it is listed in the Main address section on the *Identifying Information* screen.
2. Multiple contacts for record retention are allowed in the system and you must specify contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location.

### Additional Resources:

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- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
  - [Submitting Company Form \(MU1\)](#)

**See Company and Branch Help [Table of Contents](#)**