



JIM GIBBONS  
Governor

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
400 W. King Street, Suite 101  
Carson City, NV 89703  
(775) 684-7060 Fax (775) 684-7061  
www.mld.nv.gov

DIANNE CORNWALL  
Director

JOSEPH L. WALTUCH  
Commissioner

**APPLICATION FOR BRANCH OFFICE  
(Mortgage Banker)**

Mail to: Division of Mortgage Lending  
400 W. King Street, Suite 101  
Carson City, NV 89703

The undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending (“the Commissioner”) for a license for a mortgage banker branch.

We understand that the principal office of the mortgage banker must be examined by the Commissioner and have received at least a satisfactory rating during the preceding 12 months prior to application for a branch location. The Commissioner may waive this requirement for good cause. NAC 645E220(2)(a).

**1. Branch Information:**

Mortgage Banker Name: \_\_\_\_\_

\_\_\_\_\_

DBA, if any: \_\_\_\_\_  
(A branch office must conduct business under the same name as the principal office.)

Location to be licensed as a branch: \_\_\_\_\_  
Street Address

\_\_\_\_\_

City State Zip

If precise location has not yet been ascertained, enter “pending.” The precise address must be confirmed before a license will be issued.

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
(Must be a Local Land Line)

Taxpayer Identification No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
(Mandatory)

Proposed Qualified Employee: \_\_\_\_\_  
(An individual may serve as Qualified Employee for only one office location.)

**2. Required Items - Checklist:**

- Application for Branch Office.
- Designation of Qualified Employee (QE) Form and all required items.

- Letter from the proposed qualified employee's prior employers or other supporting documentation detailing the proposed qualified employee's duties and experience related to his prior employment.
- Applications will not be processed if the applicant has failed to pay all fees, assessments and/or fines owed.
- \$40.00** non-refundable application fee. (Make check payable to "Division of Mortgage Lending.")

**Important Notice:** Due to the enactment of Assembly Bill 523, all mortgage bankers who engage in activities as a residential mortgage loan originator or who supervise a mortgage agent who engages in activities as a residential mortgage loan originator, the proposed qualified employee, and any other natural person who will conduct residential loan origination activities on behalf of the company must license as a mortgage agent before July 1, 2010. Because the application process may take up to 4 months to complete, the Division strongly recommends that affected persons submit their completed Application for Mortgage Agent License package **no later than February 1, 2010.**

- All persons subject to mortgage agent licensing must provide evidence of completion of 30 hours of certified courses of pre-licensing education and a score card evidencing passing the state examination administered by PSI by July 1, 2010. (See PSI's website, [www.psiexams.com](http://www.psiexams.com), for testing information. See the Division's website, [www.mld.nv.gov](http://www.mld.nv.gov), under Education, for education courses which are approved by the Division for pre-licensing and continuing education credit and education provider information.) Certificates issued for all courses must bear the name of the NAC 645B.360 certifying organization.

At least 15 of the 30 hours of pre-licensing education must be live/classroom instruction. (However, if a mortgage agent applicant is or intends to be associated with a licensed mortgage banker at a licensed office located outside of Nevada, the mortgage agent applicant may complete all 30 hours of pre-licensing education on-line.)

The 30 hours of pre-licensing education must include:

- 4 hours of ethics, which shall include instruction on fraud, consumer protection and fair lending issues
- 12 hours of federal law and regulations relating to mortgage lending, including 2 hours of training related to subprime lending and other non-traditional mortgage products
- 4 hours of Nevada law and regulations relating to mortgage lending and
- 10 hours of electives

I, the undersigned, state that I am authorized to sign the within Application for Branch Office on behalf of the applicant named herein; that I have read and signed said Application for Branch Office and know the contents thereof; and that the statements made therein are true. By signing below, I represent that I have personally completed this Application for Branch Office and verified the information contained herein.

Name of Applicant: \_\_\_\_\_  
(Mortgage Banker)

Subscribed and sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Authorized Signatory (Owner)

Notary public in and for the County of \_\_\_\_\_,  
State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Name (print or type)

Notary Signature: \_\_\_\_\_

Notary Seal

## GENERAL INFORMATION

**Qualified Employee Qualifications:** In order to qualify for the license, the QE:

- Must reside within 75 miles of the proposed office location.
- Have not less than two (2) years' verifiable mortgage lending experience in the immediately preceding 5 years. The Division will consider a QE to have the required experience if the experience includes taking loan applications from borrowers, determining the borrower's ability to repay a mortgage loan, discussing loan options, quoting rates, and if applicable to the business, discussing investment options with investors placing monies into loans secured by real property. A QE must have a general knowledge of state and federal laws, including RESPA (Real Estate Settlement Procedures Act), TILA (Truth in Lending Act) and training in bookkeeping and/or office management.
- **The QE must be present at the licensed office location for which he is the QE the majority of time that the office is open to the public.**
- **The QE must reside within a commutable distance from the licensed location.**

### **Required Documentation For a Mortgage Banker Branch Applicant Upon Receipt of Letter Requesting Additional Items:**

The following information must be submitted within 30 days **after** the Division has issued the request for final items letter. The Division will also provide approval memos for filing with the Secretary of State and municipal business license authority. These approvals will not be provided in advance.

1. **\$60.00** non-refundable initial license fee.
2. Municipal Business License.
3. Any other documentation deemed necessary by the Commissioner.

**Processing Time:** Please allow a minimum of 10 weeks for completion of the background investigation. The total time required to process an application is dependent upon the completeness and accuracy of the forms submitted. If the submitted forms are not properly completed, they will be returned to you. If your application is returned, or if the Licensing Department of the Division requests additional information, your prompt response will help reduce the processing time. If you fail to provide the necessary information requested within the time frame prescribed by law, your license application will be withdrawn and you will have to reapply.

**Please Remember:** A license granted by the Division entitles you to engage only in that particular business for which the license is issued. Be advised that adherence to and compliance with all applicable statutes and regulations is the responsibility of the mortgage banker. Statutes and regulations may be found on the Division's website, [mld.nv.gov](http://mld.nv.gov). All fees charged are authorized, pursuant to NRS 645E.280.

You cannot solicit investors or potential borrowers or conduct mortgage loan origination activity until you have been licensed by the Division. Once licensed, these activities can only be conducted for the location at which you have been licensed.

**Shared Premises:** Although there are additional requirements for sharing premises with a real estate company, which are covered below, a mortgage banker may share office space with another business if the Division finds that the space is suitable for the activities of the businesses. Additionally, each business must have a designated space within the office space and each business must be separately identifiable by a sign or other method of identification within the office space. A company licensed pursuant to NRS 645B may share premises with a commonly owned entity licensed under NRS 645E (bankers).

A mortgage banker may share office space with a real estate company if:

- Each business has separate and distinct office space and signs such that a reasonable customer would understand which business he is transacting with at all times
- Each business operates as a separate legal entity and maintains separate licenses

- Each business maintains separate accounts, books and records
- The businesses are subsidiaries of the same parent corporation or are otherwise affiliated businesses under common control

**Advertisements (NAC 645E.285):** A mortgage banker must include in his advertisements, including any advertising material available on the Internet:

- The complete name of the mortgage banker or the complete name under which the mortgage banker does business.
- The address and telephone number that the mortgage banker has on file with the Division. Additional telephone or cellular phone numbers of the mortgage banker may also be included; and
- A description of any licensed activity mentioned in the advertisement, written in non-technical terms.
- A mortgage banker must submit ads to the Division for approval for the first 12 months after issuance of a license.

**Applicants acknowledge that they must comply with all applicable state and federal laws and regulations, the requirements set forth herein and any other conditions requested by the Commissioner prior to issuance of a license.**

JIM GIBBONS  
*Governor*

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
400 W. King Street, Suite 101  
Carson City, NV 89703  
(775) 684-7060 Fax (775) 684-7061  
www.mld.nv.gov

DIANNE CORNWALL  
*Director*

JOSEPH L. WALTUCH  
*Commissioner*

### CHILD SUPPORT STATEMENT

You are required to complete this Child Support Statement and return it with your application. **Failure to submit a fully completed and signed Child Support Statement will result in the application for licensing being denied.** NRS 425.520, 645A.025, 645B.023, 645B.420 and 645E.210.

Please check one box:

- I am **not** subject to a court order for the support of a child.
- I **am** subject to a court order for the support of one or more children and **am in compliance** with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- I **am** subject to a court order for the support of one or more children and **am not in compliance** with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

\_\_\_\_\_  
Applicant's Full Legal Name (printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



JIM GIBBONS  
Governor

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
400 W. King Street, Suite 101  
Carson City, NV 89703  
(775) 684-7060 Fax (775) 684-7061  
www.mld.nv.gov

DIANNE CORNWALL  
Director

JOSEPH L. WALTUCH  
Commissioner

**PERSONAL HISTORY RECORD – MORTGAGE BANKER  
(Submit For Natural Persons)**

This Personal History Record – Mortgage Banker (Submit For Natural Persons) is to be completed by the proposed qualified employee.

Print or type an answer to every question. If a question does not apply, please mark the section N/A for not applicable. If there is not enough space to answer the question sufficiently, continue on the Explanation Form and mark each answer with the corresponding number of the question. However, attachments are only permitted if additional space is needed. Do not misstate or omit any material fact(s). Such statements made herein are subject to verification. Incomplete applications will be returned.

Original or “wet” signatures are required on all Division documents. All pages must be submitted on 8 ½ x 11” paper. White-out and/or correction tape is/are not permitted.

Applicants are advised that this Personal History Record is an official document and misrepresentations or failure to disclose information requested may be deemed sufficient cause for the denial and/or revocation of a license.

Full Legal Name: \_\_\_\_\_  
First Middle Last

Residence Address: \_\_\_\_\_  
Address City State Zip

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Gender: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Nevada Driver’s License No.: \_\_\_\_\_

(submit copy) or Other State Driver’s License No.: \_\_\_\_\_ (submit copy)

Name and address of the company for which licensing affiliation is requested:

\_\_\_\_\_  
Name of Company

Address of Company: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

1. Residential Addresses For The Last 5 Years (beginning with the most recent). (If additional space is required, use the Explanation Form. All “gaps” in residential address information must be explained.)

From	To	Street	City	State	Zip
	Present				

Note: Attach separate sheet if additional space is needed.

Are you a citizen of the United States? Yes \_\_\_\_ No \_\_\_\_

If no, Registration No.: \_\_\_\_\_

If naturalized, Certificate No.: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not a citizen of the United States, or if you are not naturalized, provide documentation evidencing your eligibility to work in the United States. (Submit copy of resident alien card.)

List of other names known by, such as maiden name, nickname, etc.

---



---

2. Employment (If additional space is required, use the Explanation Form. All lapses of time must be explained.) Beginning with your current employment, list your work history, all businesses with which you have been involved and/or periods of unemployment for the **last 5 years**. List all corporations, partnerships or any other business ventures with which you have been associated as an officer, director, stockholder or related capacity.

From	To	Employer Name and Address	Job Title and Duties Performed
	Present		

Note: Attach separate sheet if additional space is needed.

3. Disclosure Items – Important Notice

You are **required** to provide an explanation for ‘yes’ answers to the questions below. Include the date, charge, agency, location, disposition and explanation, as applicable. Please complete the attached Explanation Form if additional space is needed.

**INACCURACIES OR OMISSIONS MAY RESULT IN DENIAL OR DELAY  
IN PROCESSING YOUR APPLICATION**

- a. Have you *ever* been charged, arrested, convicted of, or pled guilty or nolo contendere (“no contest”) to any felony or misdemeanor in any domestic, foreign or military court? You must include all convictions, whether sealed or expunged, as well as explanations related to charges which were dismissed, denied, withheld, pled down, or other action taken in your response.

Yes  No

If the answer is “Yes,” please explain in detail all charges, arrests, convictions and pleas, including the jurisdictions and dispositions.

- b. Have you *ever* had an administrative action taken by, or entered into any settlement agreement with, any federal, state or local governmental agency, whether in a civil or criminal matter?

Yes  No

If the answer is “Yes,” give details:

- c. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) *ever* had conditions placed upon a privileged or professional license or registration, or had a privileged or professional license or registration that was issued in the State of Nevada or any other state, district or territory of the United States or any foreign country denied, suspended or revoked by any local, state, federal or other regulatory entity?

Yes  No

If the answer is “Yes,” give details:

- d. Have you within the past 10 years made a compromise with creditors, filed a personal bankruptcy petition or been the subject of a voluntary or involuntary bankruptcy petition for an organization while you exercised control over it or held an ownership interest (other than an ownership interest in a publicly-traded company) in it?

Yes  No

If the answer is “Yes,” give details:

- e. Has a bonding company *ever* denied, paid out on, or revoked a bond for you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control?

Yes  No

If the answer is "Yes," give details:

- f. Do you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control have any unsatisfied judgments or liens?

Yes  No

If the answer is "Yes," give details:

- g. Do you have a relative that is or has been associated with the mortgage industry in any state? ("Relative" means a spouse or any other person related within the second degree by blood or marriage.)

Yes  No

If the answer is "Yes," give details:

- h. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control had a civil or criminal record expunged or sealed by a court order?

Yes  No

If the answer is "Yes," give details:

- i. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control been a party to any past or present civil litigation?

Yes  No

If the answer is "Yes," give details:

j. Within the last 12 months, have you been past due on financial obligations which total more than \$3,000.00?

Yes  No

If the answer is "Yes," give details:

k. Are you subject to any pending regulatory action in the State of Nevada or any other state?

Yes  No

If the answer is "Yes," give details:

l. Are you subject to any pending actions that could result in a 'yes' answer to any of the above questions?

Yes  No

If the answer is "Yes," give details:

EXPLANATION FORM (Use this form for explanation and additional space needed to answer questions.) Copies of this page can be made if more space is needed.

Question Number	Explanation

**BACKGROUND CHECK AUTHORIZATION, RELEASE  
AND AGREEMENT TO INDEMNIFY**

By my signature below, I hereby give to the State of Nevada, its directors, officers, employees, agents and representatives (collectively, "the State"), my written consent to obtain credit reports and child support information on me and to conduct criminal history and background checks on me, pursuant to applicable law and/or as the Commissioner of the Division of Mortgage Lending ("the Division"), in his sole discretion, may from time to time deem necessary or appropriate. In connection with the criminal history and background checks on me, I understand that I am required, and agree, to provide to the Division a complete set of fingerprints which the Division will forward to the Department of Public Safety for processing and submission to the Federal Bureau of Investigation for its report.

I have filed with the Division an "application" under Chapter 645A, B or E of the Nevada Revised Statutes ("NRS") and regulations promulgated thereunder to be licensed or request for approval as a mortgage banker, mortgage broker, mortgage agent, escrow agency, escrow agent, qualified employee or key officer/director/majority owner, as applicable. I understand that I am seeking the granting of a privilege and acknowledge that the burden of providing my qualifications for a favorable determination is at all times on me. I accept any risk of adverse public notice, embarrassment, criticism or other action or financial loss which may result from action with respect to this application.

I do, for myself, my spouse, heirs, executors, administrators, successors and assigns, hereby irrevocably and unconditionally release, remise and forever discharge the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against any and all claims, causes of action, damages, demands, debts, judgments, liens, rights, suits, controversies, losses, costs and expenses (including, but not limited to, attorney's fees and costs) (collectively, "claims") of any nature whatsoever, whether known or unknown, suspected or unsuspected, fixed or contingent, in law or equity, which I ever had, now have, may have, or claim to have, arising out of, or in connection with, the within application.

I agree to indemnify and hold harmless the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against all claims, damages, losses and expenses (including attorney's fees and costs) arising out of or in connection with the within application.

I, the undersigned, state that I am the person named in the within application; that I have read and signed the application, including the Personal History Record, and know the contents thereof, and that the statements made therein are true. By signing below, I represent that I have personally completed the application and all supporting documents that accompany it and I have read and agree to the above investigations into my credit history and child support information, and criminal history and background checks.

APPLICANT'S SIGNATURE:  _____ Signature  _____ Name (print or type)  _____ Date	Subscribed and sworn to before me this _____ day of _____, 20____  Notary public in and for the County of _____, State of _____. My commission expires _____. Notary Signature _____  Notary Seal
--	---

JIM GIBBONS  
Governor

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF MORTGAGE LENDING  
400 W. King Street, Suite 101  
Carson City, NV 89703  
(775) 684-7060 Fax (775) 684-7061  
www.mld.nv.gov

DIANNE CORNWALL  
Director

JOSEPH L. WALTUCH  
Commissioner

**DESIGNATION OF QUALIFIED EMPLOYEE**

(Use This Form For Initial License Submissions  
And For Any Subsequent Changes in the QE)

Mail to: Division of Mortgage Lending  
400 W. King Street, Suite 101  
Carson City, NV 89703

The undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending for designation as the qualified employee for a mortgage banker.

**Qualified Employee Information:**

Name: _____				
_____	_____	_____	_____	_____
First	Middle	Last		
Home Address: _____				
_____	_____	_____	_____	_____
Street	City	State	Zip	
Social Security No.: _____		Telephone No.: _____		
Is the proposed qualified employee an owner of the applicant/company? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has the proposed qualified employee ever held a mortgage agent license or been a qualified employee in Nevada? <input type="checkbox"/> Yes <input type="checkbox"/> No				

**Mortgage Banker Information:** (Indicate the office location at which the QE will work)

Mortgage Banker Name: _____				
License No.: _____				
Address: _____				
_____	_____	_____	_____	_____
Street	City	State	Zip	
Telephone No.: _____		E-Mail: _____		
(Must be a Local Land Line)		(Mandatory)		
Fax No.: _____				

**Required Items – Proposed Qualified Employee - Checklist:**

(Forms available on the Division’s website, [mld.nv.gov](http://mld.nv.gov))

- Child Support Statement completed by the proposed QE. (Required for all submissions regardless of any support obligations.)
- Personal History Record (including an explanation of “Yes” answers) completed and signed by the proposed QE and notarized.
- Two fingerprint cards completed by the proposed QE. (Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.)
- Evidence of at least 2 years of verifiable experience in lending money for real estate or mortgages within the immediately preceding 5 years. Proof shall consist of W-2’s or 1099 forms and letters from current and prior employers.

**Important Notice:** Due to the enactment of Assembly Bill 523, all mortgage bankers who engage in activities as a residential mortgage loan originator or who supervise a mortgage agent who engages in activities as a residential mortgage loan originator, the proposed qualified employee, and any other natural person who will conduct residential loan origination activities on behalf of the company must license as a mortgage agent before July 1, 2010. Because the application process may take up to 4 months to complete, the Division strongly recommends that affected persons submit their completed Application for Mortgage Agent License package **no later than February 1, 2010.**

- All persons subject to mortgage agent licensing must provide evidence of completion of 30 hours of certified courses of pre-licensing education and a score card evidencing passing the state examination administered by PSI by July 1, 2010. (See PSI’s website, [www.psiexams.com](http://www.psiexams.com), for testing information. See the Division’s website, [www.mld.nv.gov](http://www.mld.nv.gov), under Education, for education courses which are approved by the Division for pre-licensing and continuing education credit and education provider information.) Certificates issued for all courses must bear the name of the NAC 645B.360 certifying organization.

At least 15 of the 30 hours of pre-licensing education must be live/classroom instruction. (However, if a mortgage agent applicant is or intends to be associated with a licensed mortgage banker at a licensed office located outside of Nevada, the mortgage agent applicant may complete all 30 hours of pre-licensing education on-line.)

The 30 hours of pre-licensing education must include:

- 4 hours of ethics, which shall include instruction on fraud, consumer protection and fair lending issues
- 12 hours of federal law and regulations relating to mortgage lending, including 2 hours of training related to subprime lending and other non-traditional mortgage products
- 4 hours of Nevada law and regulations relating to mortgage lending and
- 10 hours of electives

I declare under penalty of perjury that I have read the foregoing and it is true to the best of my knowledge and belief.

Signature of Proposed Qualified Employee: \_\_\_\_\_

Print Name of Proposed Qualified Employee: \_\_\_\_\_

Signature of Principal Officer: \_\_\_\_\_

Print Name of Principal Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Original or “wet” signatures required.