



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 RENEWAL OF ESCROW AGENCY  
LICENSE AND CHECKLIST  
(Branch Office)**

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 renewal of a license as an escrow agency.

**YOUR LICENSE WILL EXPIRE ON JULY 1. THERE IS NO 'GRACE PERIOD' FOR LATE RECEIPT OF NON-REFUNDABLE RENEWAL FEES.**

License No.: \_\_\_\_\_

Name of Licensed Company: \_\_\_\_\_

Nevada Office Address: \_\_\_\_\_

Street Address

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

Mailing Address (if different): \_\_\_\_\_

P.O. Box

City

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

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

E-mail Address: \_\_\_\_\_  
(Mandatory)

Contact Person in relation to this Application for Renewal of Escrow Agency License (Branch Office):

\_\_\_\_\_  
First Middle Last

Contact Person's Telephone No.: \_\_\_\_\_

Contact Person's Fax No.: \_\_\_\_\_

Phone No. where the applicant may be reached: \_\_\_\_\_

Name(s) and Address(es) of Owner(s) of the Escrow Agency:

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**1. Required Items - Checklist:**

- Child Support Statement from each natural person with an ownership interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent. (Pursuant to NRS 645A.025, required regardless of any support obligations.)
- Personal Disclosure Form (including an explanation of "Yes" answers) completed, signed and notarized for each natural person who owns a 25% or more interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent.
- Non-Personal Disclosure Form (including an explanation of "Yes" answers) completed, signed and notarized, for the company and for each entity that owns a 25% or more interest in the company.
- \$100.00** non-refundable renewal fee. Make check payable to "Division of Mortgage Lending." We understand that there is an additional 50% non-refundable renewal fee of **\$50.00** if this renewal application is not received by the office of the Division of Mortgage Lending prior to the expiration of our license. NRS 645A.040(4).
- Renewal applications will not be processed if the applicant has failed to pay all fees, assessments and fines owed.

2. The following are the licensed Escrow Agents operating from this branch agency and are also listed as principals on the Escrow Agency's surety bond:

_____	_____
_____	_____
_____	_____

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

APPLICANT'S SIGNATURE:

Name of Escrow Agency: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
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

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**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 Name (printed)

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

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

\_\_\_\_\_  
Date



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**PERSONAL DISCLOSURE FORM – ESCROW AGENCY  
(FOR RENEWAL PURPOSES ONLY)**

This Personal Disclosure Form – Escrow Agency (For Renewal Purposes Only) is to be completed by each natural person who owns a 25% or more interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent. Please indicate the natural person for whom this form is being submitted:

- Person who owns a 25% or more interest in the company
- Person who has the power to direct the management and policy of the company
- Escrow agent

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.

The applicant must initial each page in the lower right hand corner. By placing his/her initials on each page, the applicant is attesting to the accuracy and completeness of the information contained on that page. 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 Disclosure Form is an official document and misrepresentations or failure to disclose information requested may be deemed sufficient cause for the denial or revocation of a license.

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. In the past year, have you been charged, arrested, convicted of, or pled guilty or nolo contendere (“no contest”) to any felony or misdemeanor?

Yes    No

If the answer is “Yes,” please explain in detail all charges, arrests and convictions, including the jurisdictions and dispositions. Include any sealed or expunged convictions.

- b. In the past year, have you been charged, arrested, convicted of, or pled guilty or nolo contendere (“no contest”) to any felony or misdemeanor involving fraud, dishonesty, breach of trust, money laundering, false statements or omissions, wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?

Yes    No

If the answer is “Yes,” please explain in detail all charges, arrests and convictions, including the jurisdictions and dispositions. Include any sealed or expunged convictions.

- c. In the past year, have you entered into any settlement agreement, whether civil or criminal, with any federal or state agency?

Yes    No

If the answer is “Yes,” give details:

- d. In the past year, have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) had a license or registration denied, suspended or revoked by any agency in this state or any other state, district, territory of the United States or any foreign court?

Yes    No

If the answer is “Yes,” give details:

- e. In the past year, have you 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:

- f. In the past year, has a bonding company 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:

- g. In the past year, 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 any unsatisfied judgments or liens?

Yes  No

If the answer is "Yes," give details:

- h. Do you have a relative who is or has been associated with the mortgage lending industry in any state in the past year? (Under NRS 645, "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:

- i. In the past year, 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:

- j. In the past year, have you had conditions placed upon a privileged or professional license or had a privileged or professional license denied, suspended or revoked by any local, state, federal or other regulatory entity?

Yes  No

If the answer is "Yes," give details:

- k. In the past year, 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:

- l. 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:

- m. 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") 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 Personal Disclosure Form – Escrow Agency; that I have read and signed said Personal Disclosure Form – Escrow Agency and know the contents thereof; and that the statements made therein are true. By signing below and initialing each page, I represent that I have personally completed the Personal Disclosure Form – Escrow Agency and verified the information contained therein and have read and agree to the above investigations into my credit history and child support information, and criminal history and background checks.

\_\_\_\_\_  
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