



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

**CHANGE OF ADDRESS  
(Mortgage Broker and Mortgage Banker)**

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

Pursuant to NAC 645B.057(2)(c) or NRS 645E.315(1), the undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending ("the Commissioner") to change the location of his principal office or branch office. Pursuant to NAC 645E.231, a mortgage banker's proposed location must allow business signage.

- Change of address for a:
- Mortgage Broker (Principal Location)
  - Mortgage Broker (Branch)
  - Mortgage Banker (Principal Location)
  - Mortgage Banker (Branch)

Pursuant to NAC 645B.057(2)(c) and NRS 645E.315(1), a mortgage broker or mortgage banker may not change the location of his principal office or branch office until the Commissioner has approved the transfer.

Name of Licensee (dba): \_\_\_\_\_

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

Current Address: \_\_\_\_\_

Street

City

State

Zip

Proposed New Address: \_\_\_\_\_

Street

City

State

Zip

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Will the company share the premises with another company?  Yes  No

If yes, list the business and nature of the relationship: \_\_\_\_\_

**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 645E may share premises with a commonly owned entity licensed under NRS 645B (brokers). However, two unaffiliated licensees or two bankers commonly owned may not share premises.

A mortgage banker or mortgage broker 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

Is the proposed location a home office location?       Yes       No

If yes, complete the Home Based Business Affidavit.

**Required Items – Checklist:**

- Original license. (The Division will return an amended license reflecting the change in address upon approving this change.)
- List of mortgage agents moving to the new location. Return all original mortgage agents' licenses for reissuance. Exception: home based business.
- Copy of the lease agreement for the new premises (other than home offices).

\_\_\_\_\_  
Signature of Owner or Qualified Employee

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

\_\_\_\_\_  
Date

Original or "wet" signature required.