



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 MORTGAGE BROKER LICENSE,
CHECKLIST AND GENERAL INFORMATION**

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 a license to engage in the mortgage broker business pursuant to NRS 645B.

- Check this box if you intend to solicit private investor monies pursuant to NRS 645B.175.
- Check this box if you will maintain trust accounts pursuant to NRS 645B.175.

Corporate Name: _____

DBA, if applicable: _____

Proposed Nevada Location (List "pending" if not known):

Street Address	City	State	Zip
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Telephone No.: _____ Fax No.: _____
(Must be a Local Land Line)

E-Mail: _____ Taxpayer Identification No.: _____
(Mandatory)

Name of Qualified Employee (The mortgage broker must designate a QE at the time of application. NAC 645B.055): _____

Contact Person for Application Process: _____

Contact Person's Mailing Address: _____

Street Address			
City	State	Zip	

Contact Telephone No.: _____ Contact Fax No.: _____
(Must be a Local Land Line)

Please list three (3) lenders that you are considering brokering to:

Name of Lender	Lender's Address (Street Address, City, State, Zip)	Lender's Phone No.

Please indicate with which of the following agencies, if any, you are authorized to conduct business:

Agency Name	Identification No.	Date Approved	Ever Suspended/Revoked or Limited Denial of Participation Issued?
<input type="checkbox"/> FHA (Federal Housing Administration)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
<input type="checkbox"/> VA (Veterans Affairs)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
<input type="checkbox"/> FNMA (Federal National Mortgage Association)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
<input type="checkbox"/> FHLMC (Federal Home Loan Mortgage Company)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
<input type="checkbox"/> Other (Provide Name)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date:

Note: If any of the above are marked "Yes," please provide full details on a separate sheet and a copy of the suspension/revocation by the issuing entity.

Please indicate in which states the applicant is currently licensed to conduct mortgage lending activities:

State	Institution Name	License No.	Expiration Date

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 the proposed qualified employee. (Pursuant to NRS 645B.023, required regardless of any support obligations.)
- Personal History Record (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 the proposed qualified employee.
- Personal Financial Questionnaire, 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 the proposed qualified employee.
- Non-Personal History Record (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.
- Two fingerprint cards completed by each owner of the company, each person who has the power to direct the management and policy of the company and the proposed qualified employee. (Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.)
- Current Financial Statement for the company and for each entity that owns a 25% or more interest in the company, including a balance sheet and profit and loss statement (prepared within the last 3 months), if applicable, and the two most recent fiscal year end financial statements (not applicable for newly formed companies)
- Include a general business plan and a description of the policies and procedures that the mortgage broker and his mortgage agents will follow to arrange and service loans and to conduct business pursuant to Chapter 645B of NRS.
- Letter of explanation for derogatory credit, criminal history, civil litigation and any liens or Judgments.
- Proof of at least 2 years of verifiable experience in lending money for real estate or mortgages within the immediately preceding 5 years.
- All mortgage brokers 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 and the proposed qualified employee 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. (See PSI’s website, www.psiexams.com, for testing information. See the Division’s website, 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. 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

- Application for Mortgage Agent License and Checklist for (1) all mortgage brokers 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; and (2) the proposed qualified employee.
- (QE Only) The proposed qualified employee must provide proof of 2 years of mortgage business experience and managerial experience or applicable education within the immediately preceding 5 years. Proof may consist of W-2’s or 1099 forms.

- 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.
- Prior to issuance of a license, the applicant must deposit a corporate surety bond payable to the State of Nevada in the amount of \$50,000.00 for the principal office and \$25,000.00 for each branch office, not to exceed \$75,000.00 in the aggregate, which names as principals the applicant and all mortgage agents associated with, or employed by, the applicant.
- Applications will not be processed if the applicant has failed to pay all fees, assessments and/or fines owed.
- \$1,500.00** non-refundable application fee. (Make check payable to "Division of Mortgage Lending.")
- Payment of annual assessments for CPA and AG costs incurred by the Division will be required prior to issuance of the license and following completion of the background investigation. The amount will vary from year to year. You may contact the Division for the current amount.

I acknowledge that all documents filed in connection with this Application for Mortgage Broker License are deemed to be public records, unless provided otherwise in the law, and open to public inspection.

I, the undersigned, state that I am authorized to sign the within Application for Mortgage Broker License on behalf of the applicant named herein; that I have read and signed said Application for Mortgage Broker License 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 Mortgage Broker License and verified the information contained herein.

Name of Applicant: _____
(Mortgage Broker)

By: _____
Authorized Signatory (Owner)

Printed Name: _____

Date: _____

Subscribed and sworn to before me the _____ day of _____, 20____

Notary public in and for the County of _____, State of _____

My commission expires _____

Notary Signature _____

Notary Seal

GENERAL INFORMATION

The Division of Mortgage Lending will only accept:

- Current application documents posted on website
- Legible, completed forms
- Complete application packets

Make all checks payable to “Division of Mortgage Lending.” The Division is not able to accept electronic payments at this time. Please do not send cash. Money orders are permitted, but not recommended.

Completed application packages are to be mailed to:

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

The application fee is non-refundable. Before you complete and submit the application for a mortgage broker license, please read the following instructions to determine the ability to comply with all requirements.

Application: To apply for licensing, complete all required forms. All forms are on the Division’s website at <http://mld.nv.gov/Forms.htm>. Do not leave any questions unanswered. If a question does not apply to you or if, the answer to the question is ‘none,’ this must be stated on the application. Outdated, incomplete and illegible applications will be returned. It is your responsibility to maintain photocopies of all documents submitted. The Division will not provide copies of submitted documents.

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

In submitting an application to the State of Nevada Division of Mortgage Lending, please be aware of the following requirements:

Applicant’s Name: The applicant’s name must be identical on all forms.

Upon completion of the background investigation, the Division will issue a conditional letter of approval as well as a memo for the Secretary of State to allow registration of the company.

Company Name Prohibitions: You cannot use Trust, Savings, Bank or Banc in your name. You cannot indicate you are a corporation, LLC, partnership or LLP in your name unless you are one. You cannot use a name that is confusingly similar to any names already being used by other entities licensed by the Division.

Other Application Requirements:

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

- Must be a Nevada resident domiciled in Nevada during the term as QE or a border state employee.
- 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) and TILA (Truth in Lending Act).
- Additionally, the applicant must demonstrate that the QE has experience or appropriate educational training in bookkeeping and/or managing an office. 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) and TILA (Truth in Lending Act). Additionally, the applicant must demonstrate that the QE has experience or appropriate educational training in bookkeeping and/or managing an office.

- **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 be a resident of Nevada or a border state employee, as defined in NRS 482.012, within a commutable distance from the licensed location.**

Required Documentation Upon Receipt of Conditional Letter of Approval:

The following information must be submitted within 30 days **after** the Division has issued the conditional letter of approval. 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 of the conditional approval.

1. **\$1,000.00** non-refundable initial license fee.
2. Copy of State Business License from the Department of Taxation pursuant to NRS 364A, (www.tax.state.nv.us).
3. Municipal Business License;
4. Copy of recorded Certificate of Fictitious Name, if applicable.
5. Evidence of registration with the Nevada Secretary of State (www.sos.state.nv.us), list of officers and Articles of Incorporation/LLC/Partnership.
6. Copy of Nevada or border state driver's license for the QE.
7. Please provide the telephone number, fax number and e-mail address for the Nevada office.
8. A copy of the office lease agreement. (Please contact the Division's licensing office if your office will share the premise with another company. Regulation sets out specific guidelines for these arrangements);
9. Copy of the Articles of Incorporation and initial list of officers filed with the Nevada Secretary of State or state of incorporation.
10. Copy of the business registration as filed with the Nevada Secretary of State.
11. Copy of the fictitious name filing with the appropriate local Nevada authority if applicable.
12. Confirmation that the qualified employee is a resident of Nevada or a border state employee. (Please submit a copy of the qualified employee's driver's license and evidence of homeownership or tenancy.)
13. If the original license is to be issued within 60 days of the annual license expiration period , a Memorandum of Understanding form must be completed by the applicant before the license is Issued.
14. Signed copy of the Certificate of Acknowledgement from the Pre-Licensing brochure (found on the Division's website, www.mld.nv.gov). This is mandatory prior to issuance of your license.
15. 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 broker. Statutes and regulations may be found on the Division's website, mld.nv.gov. All fees charged are authorized, pursuant to NRS 645B.050.

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.

Pursuant to NAC645B.017, a person does not hold himself out as being able to perform the services described in NRS 645B.0127 if he only offers to provide money to invest in real property for loans originated by a Nevada licensed mortgage broker or for a company exempt from the provisions of Chapter 645B of NRS. An institutional secondary market purchase of closed loans also does not trigger a licensing requirement.

Shared Premises: Although there are additional requirements for sharing premises with a real estate company, which are covered below, a mortgage broker 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). However, two unaffiliated licensees or two brokers commonly owned may not share premises.

A 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

Prohibitions: Mortgage broker licensees are prohibited from acting as an escrow agent or otherwise controlling funds which are the subject of completed construction loans (construction control accounts). (See Attorney General Opinion No. 89-6.)

Advertisements: Each mortgage broker who has received his initial license within the past 12 months shall submit any proposed advertisement that the mortgage broker intends to use in carrying on his business to the Commissioner for approval. (NRS 645B.189). An Advertisement Submission Form with instructions may be found under the forms link on the Division's website under General Forms and Correspondence.

Submissions will not be accepted until an applicant is issued 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.



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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 and NRS 645B.023)

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

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

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
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**NON-PERSONAL HISTORY RECORD – MORTGAGE BROKER
(Submit For Other Than Natural Persons)**

This Non-Personal History Record – Mortgage Broker (Submit For Other Than Natural Persons) (“Non-Personal History Record”) is to be completed by the applicant/company and each non-natural person/entity that owns a 25% or more interest in the applicant. Natural person owners must complete a Personal History Record. Please indicate for whom this form is being submitted:

- Applicant/company
- Non-natural person/entity that owns a 25% or more interest in the applicant/company

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. 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 Non-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.

Name of Applicant: _____			
List any dba’s of the applicant if not the corporate name: _____			

Mortgage Broker Applicant’s Principal Place of Business:			

Street Address	City	State	Zip
Telephone No.: _____		E-Mail: _____	
		(Mandatory)	
Taxpayer Identification No.: _____			

1. If the applicant is a corporation, provide a copy of the by-laws and a current Certificate of Good Standing from the state of incorporation.

2. Please complete the following:

Names of All Owners of Applicant/Company	Percentage of Interest Held (Must Equal 100%)	Will Owner Engage in Activities as a Residential Mortgage Loan Originator or Supervise a Mortgage Agent Who Engages in Activities as a Residential Mortgage Loan Originator? (If yes, must submit education information)
1.	_____ %	_____ Yes _____ No
2.	_____ %	_____ Yes _____ No
3.	_____ %	_____ Yes _____ No
4.	_____ %	_____ Yes _____ No

For each individual listed above, a Personal History Record, Child Support Statement and two completed fingerprint cards must be submitted. (Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.)

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

3. Arrests, Detentions, Litigation and Disclosure Items

An explanation for 'yes' answers is **required**. 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. Has any owner, officer or director of the applicant *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 his response.

[] Yes [] No

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

- b. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control *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. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control *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. Has the applicant within the past 10 years made a compromise with creditors, filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition for an organization while the applicant 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 the applicant or any company in which the applicant is or has ever been an owner or over which the applicant has exercised control?

Yes No

If the answer is "Yes," give details:

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

Yes No

If the answer is "Yes," give details:

- g. Does any owner, officer or director of the applicant have a relative who 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. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has 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. Has the applicant or any company in which the applicant ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control been a party to any past or present civil litigation?

Yes No

If the answer is “Yes,” give details:

- j. Is the applicant subject to any pending regulatory action in the State of Nevada or any other state?

Yes No

If the answer is “Yes,” give details:

- k. Is the applicant 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:

- l. Is the applicant a HUD-approved mortgage broker?

Yes No

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

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

APPLICANT'S SIGNATURE:

Name of Applicant: _____

By: _____
Authorized Signatory (Owner)

Name (print or type)

Title

Date

Or:

NON-NATURAL PERSON/ENTITY OWNING 25% OR MORE INTEREST IN THE APPLICANT/COMPANY:

Name of Entity: _____

By: _____
Authorized Signatory

Name (print or type)

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



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 FINANCIAL QUESTIONNAIRE – MORTGAGE BROKER

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

A Personal Financial Questionnaire 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 the proposed qualified employee. 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
- Proposed qualified employee

This form is not made part of the public record of the application. Financial statements submitted pursuant to NRS 645B.085 and NRS 645E.360 are public information.

Original or "wet" signatures are required on all Division documents. All pages must be submitted on 8-1/2 x 11" paper. White-outs and/or correction tape is/are not permitted.

Name of person completing this document: _____			
First	Middle	Last	
Name of entity for which licensing affiliation is requested: _____ _____			
Address of Principal Place of Business in Nevada: _____			
		Street Address	
		NV	
City	State	Zip	
Telephone No.: _____ (Must be a Local Land Line)		Fax No.: _____	
E-Mail: _____ (Mandatory)			

STATEMENT OF ASSETS

As Of _____ (Insert Date)

	<u>Balance</u>
Cash on Hand.....	\$ _____
Checking Account.....	\$ _____
Checking Account.....	\$ _____
Savings Account.....	\$ _____
Money Market Account.....	\$ _____
Investments: Stocks, Bonds, etc.....	\$ _____
Description: _____	
Accounts and Notes Receivable	\$ _____
Description: _____	
Other Current Assets.....	\$ _____
Description: _____	
Real Estate	\$ _____
Description: _____	
Fixed Assets, except Auto (less depreciation).....	\$ _____
Description: _____	
Other Assets (automobiles, personal property, etc.).....	\$ _____
Description: _____	
TOTAL ASSETS:	\$ _____

Attach additional sheet if necessary.

STATEMENT OF LIABILITIES
Current Liabilities

	<u>Balance</u>
Accounts Payable (credit cards, etc.).....	
Description: _____	\$ _____
Description: _____	\$ _____
Description: _____	\$ _____
Notes Payable, Mtg & Auto Loans (list each lender separately)	
Lender: _____	\$ _____
Description of Collateral: _____	\$ _____
Lender: _____	\$ _____
Description of Collateral: _____	\$ _____
Lender: _____	\$ _____
Description of Collateral: _____	\$ _____
Lender: _____	\$ _____
Description of Collateral: _____	\$ _____
Lender: _____	\$ _____
Description of Collateral: _____	\$ _____
Taxes Payable.....	\$ _____
Other Liabilities.....	\$ _____
Description: _____	
Other Liabilities.....	\$ _____
Description: _____	
Other Liabilities.....	\$ _____
Description: _____	
TOTAL LIABILITIES:	\$ _____
NET WORTH (Total Assets Minus Total Liabilities).....	\$ _____
Amount to be invested in business.....	\$ _____
Percentage of ownership represented by investment.....	\$ _____

Attach additional sheet if necessary.

I, the undersigned, state that I am authorized to sign the within Personal Financial Questionnaire; that I have read and signed this Personal Financial Questionnaire and know the contents thereof and attest that the statements made therein are true. By signing below, I represent that I have personally completed this Personal Financial Questionnaire and verified the information contained herein.

Further, I understand that this Personal Financial Questionnaire is an official document and misrepresentations or the failure to disclose information requested may be deemed sufficient cause for the denial of a license. I am aware that the later discovery of an omission or misrepresentation made in this Personal Financial Questionnaire may be grounds for the revocation of a license.

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

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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 broker.

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				

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

Mortgage Broker 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)

- Child Support Statement completed by the proposed QE. (Pursuant to NRS 645B.023, 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 may consist of W-2’s or 1099 forms and letters from current and prior employers.
- 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. (See PSI’s website, www.psiexams.com, for testing information. See the Division’s website, 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. 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. At least 4 of the 10 hours of electives must relate to office policy and procedure, risk management, errors and omissions, affiliated business arrangements, labor relations, general management principles, loan prequalification and loan processing.

- Applications will not be processed if the applicant has failed to pay all fees, assessments and/or fines owed.
- Application for Mortgage Agent License and Checklist.

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.