



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING
1830 College Parkway, Suite 100
Carson City, Nevada 89706
(775) 684-7060 Fax (775) 684-7061
www.mld.nv.gov

ESCROW AGENCY LICENSE APPLICATION
Company Form Instructions and Checklist

(MLD Form No. 101)

GENERAL INSTRUCTIONS

1. Use this form if you are applying for an initial escrow agency license for your principal location and branch location(s) or to add branch locations to existing license, or to make amendments to an existing escrow agency license. If you are renewing an existing escrow agency license, do not use this form. Instead, complete the appropriate renewal application available on the Division of Mortgage Lending's website listed above.
2. **NOTE:** NRS 645A.020.6 prohibits a person from holding an escrow agent license, or being a control person of an escrow agency, if the person also holds a license issued under the Nevada Real Estate Brokers and Salespersons Act, NRS 645.0005 *et seq.*
3. Complete the application with responses in type or in blue ink. If a question does not apply to you, please indicate "N/A" or "not applicable". Applications containing white-out or correction tape will not be accepted.
4. Insert the applicant's full legal name in the space provided in the upper left-hand corner of each page of the application.
5. The application must be completed in its entirety. Applications containing blank spaces, incomplete responses, missing addendums or exhibits, or not accompanied by the correct fees will be abandoned. Use the "Application Checklist" on the following page to ensure your application is complete.
6. If the space provided for your response is insufficient, use the Application Addendum Form, but be sure to indicate the applicant name and item no. that the addendum applies to. All separate exhibits, documents or records submitted in support of the application must indicate the applicant name and item no. the document or record applies to.

INSTRUCTION FOR SPECIAL USES OF COMPANY FORM

7. Adding a Branch Location to an Existing License – To make application to add a branch location license to an existing license, complete and submit pages 1, 7 and 8 of the Company Form.
8. Amendments – Any change to information contained in the initial application is an amendment. To request an amendment to an existing principal or branch license, submit (1) a written request on company letterhead explaining the change(s), (2) a completed page 1 of the current Company Form and (3) a completed page(s) of the Company Form with the current information stricken (~~stricken~~) and the amended information added. In addition

to the aforementioned requirements, certain amendments require additional information and documents which are set forth below.

Additional Amendment Information:

- a. Amendment to Name of Licensee – If a licensee is amending its corporate name or adding or deleting a fictitious name, it must submit with its amendment application:
 - i. A new surety bond or bond rider.
 - ii. Copies of applicable filings with the Nevada Secretary of State and County Clerk(s).
 - iii. Return the current original hard copy license(s).
- b. Amendment to Principal or Existing Branch Location Address(es) – If a licensee is amending its principal or existing branch location address(es), it must submit with its amendment application:
 - i. A copy of the fully executed lease.
 - ii. Copies of applicable business license application filings with the appropriate county or city authorities.
 - iii. Return the current original hard copy license(s)
- c. Amendment to Control Person(s) – If a licensee is adding or removing one or more control persons, the licensee must complete and submit pages 1, 2 and 3 of the Company Form. If a licensee is adding one or more control persons, each of those control persons must complete and submit the Individual Form and fingerprint card for a background investigation.
- d. Amendment to Designated Qualified Employee – To change the qualified employee of a principal or branch location, complete and submit pages 1, 2 and 5 of the Company Form. If the proposed qualified employee does not currently hold an escrow agent license, the request must include an escrow agent license application on the Individual Form.

9. Individual Forms (MLD Form No.105) –

- a. Control Persons - Each control person of the applicant must complete and attach the Individual Form and a fingerprint card for a background investigation.

“Control person” means an executive officer, director, general partner, trustee, member or shareholder of an applicant or a licensee, or a person, who has the authority to participate in the direction, directly or indirectly through one or more other persons, of the management or policies of an applicant or a licensee.

- b. Escrow Agents –Each person employed or associated with the applicant who will engage in the activity of an escrow agent must submit the Individual Form and obtain an escrow agent license.

“Escrow agent” means any natural person employed by and associated with an escrow agency engaged in the business of administering escrows for compensation.

“Business of administering escrows” or “administering escrows” means the process of managing, conducting or supervising an escrow or escrow-related transaction as an escrow agent or escrow agency.

10. Upon receipt of the completed application, an investigation will be made into the experience, character, financial condition, business reputation, and general fitness of the applicant and each of its control persons.
11. The application, application fee(s), all application addendums and attachments must be mailed to the address above.
12. All escrow agency licenses expire on June 30 of each year, unless renewed prior to expiration.

REQUIRED ITEMS CHECKLIST

1. A completed application, including any applicable disclosure addendums and attachments.
2. Applicable Fees (Payable to the State of Nevada, Division of Mortgage Lending).

Application	
Escrow Agency Principal Location License	\$700.00
Escrow Agency Branch Location License	\$200.00 per branch location
Escrow Agent	\$125.00
Adding Association for an Escrow Agent	\$25.00 per escrow agent
Amendment	
Name Change	\$10.00
Address Change	\$10.00
Change of Control	\$500.00, plus \$44.26 / new control person requiring a background investigation
Any other Change	\$10.00

*NOTE: All fees are non-refundable.

3. A financial statement of the Applicant.
4. A Surety Bond. MLD Form No. 107, available on the Division's website.
5. The Applicant's formation documents (e.g., Articles of Incorporation, Articles of Organization and Operating Agreement, Partnership Agreement, etc.) and Certificate of Good Standing from the Nevada Secretary of State, or a stamped as received copy of the Applicant's filing with the Nevada Secretary of State.
6. If the Applicant uses one or more fictitious names, a copy of the Applicant's fictitious name filing and approval from the applicable local city or county authority. Only one fictitious name may be issued per license. If the Applicant intends to use more than one fictitious name, a separate license is required for each additional fictitious name.
7. A copy of the Applicant's lease for the principal and each branch location.
8. A copy of the Applicant's local business license(s), as applicable.
9. The Individual Form for each control person of the Applicant, including any applicable disclosure addendums and attachments.
10. Fingerprint Card for each control person of the Applicant. Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.
11. Designation of a Qualified Employee for the principal and each branch location.