

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING

1830 College Parkway, Suite 100
Carson City, NV 89706
(775) 684-7060 Fax (775) 684-7061
www.mld.nv.gov

DESIGNATION OF QUALIFIED EMPLOYEE

A "qualified employee" is designated by a mortgage servicer and approved by the Commissioner to act on behalf of the licensed mortgage servicer, to supervise and control the conduct of the business of the mortgage servicer at one location.

A natural person designated as a qualified employee must:

1. Be approved by the Commissioner to serve as a qualified employee for the licensed mortgage servicer;
2. Be employed and present at the location more than 50 % of the time the office is open to the public;
3. Have submitted to and successfully passed a background investigation or is a mortgage agent licensed pursuant to chapter 645B of NRS; and
4. Have at least two years of verifiable experience in the business of servicing mortgage loans within the five years immediately preceding the designation (submit copies of two years' W-2s verifying compensated employment with a mortgage servicer and a copy of the individual's current resume).

(Qualified Employees will be vetted upon designation)

The undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending for designation of a qualified employee as follows:

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

Mortgage Servicer Licensee Name:

MLD License No.: _____ NMLS ID No.: _____

Address: _____
Street City State Zip

Telephone No.: _____ E-Mail: _____
(Mandatory)

Fax No.: _____

Qualified Employee Information:

Name: _____
First Middle Last

MLD License No.: _____ (if applicable)

Home Address: _____
Street City State Zip

Social Security No.: _____

Telephone No.: _____ E-Mail: _____

Is the proposed qualified employee an owner of the company? Yes No

Required Items – Proposed Qualified Employee (QE) - Checklist:

- Verification of two years' employment in the last five years in mortgage servicing industry
(Copies of W-2s or 1099s and a copy of the individual's current resume).

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

Name of Licensee: _____
(Mortgage Servicer)

By: _____ Printed Name: _____
Authorized Signatory (Owner or Principal Officer)

Date: _____

Mail form to address shown at top of form.