



## Amendments Jurisdiction-Specific Requirements



### NEVADA MORTGAGE BROKER LICENSE

#### Instructions

**When making changes to your record in NMLS, Nevada requires advance notification for some changes. see checklist below for details.**

#### **PRE-NOTIFICATION & APPROVAL BY THE DIVISION**

##### **1. Changes of Ownership or Control**

NRS 645B.095 requires that the Division be notified of a transfer of 10% percent or more of the outstanding voting stock of the mortgage broker and that the Division must approve a transfer of voting stock of a mortgage broker which constitutes a change of control. The person acquiring the voting stock may not participate in the management of the company until the Commissioner has approved the transfer.

Changes in ownership and/or control require prior notification and/or approval by the Division and must be sent outside NMLS to the Division prior to the change being made in NMLS. Some changes in ownership or control require background investigations by the Division. If a Change of Control Application is required, the Division assesses a \$500 fee to process the change in ownership/control outside of NMLS. Contact the Division directly for guidance and prescribed forms for transferring ownership. The Division will notify the licensee when it is authorized to make the changes in NMLS to the MU1 form. Any change in control persons must also be reported on Form MU2.

##### **2. Name Changes or Addition of DBA**

A change of corporate name or the addition of a fictitious name (dba) requires prior approval by the Division before the change can be made in NMLS. Send a formal request with the current original license(s) to begin the process. Obtain a bond rider to reflect the name change, if applicable, as part of the approval process. Changes in name or the addition of a dba may require amended filings with the Nevada Secretary of State and the local business licensing authority. Contact the Division directly for guidance and requirements to change a name or add a fictitious name.

##### **3. Address Changes**

Ten days prior to amending its address in NMLS, the licensee must return their original license to the Division, along with the change of address form, so that the license can be reissued with the correct address. However, the new license will not be mailed out to the licensee until the amendment to change the address is made in NMLS to the MU1. Additionally, a licensee must ensure that any mortgage agents associated with the office amend the employment history section of their MU4 to reflect the correct employer address.

## **OTHER AMENDMENTS**

1. Other amendments to your record that can be made through NMLS without prior notification or pre-approval are detailed in the checklist below. The documentation to support these changes is required to be submitted to the Division within 5 business days of submission of your amendment filing through NMLS.
2. To amend your MU1 or MU2 form in NMLS, enter the Filing Tab, the appropriate MU form, create a new filing and enter the section of the form that requires amendment, make the appropriate changes, proceed to the “complete and submit” field and attest to all changes.
3. A licensee may amend the qualified individual/qualified employee (QE) for the MU1 office in NMLS without prior approval. However, the licensee must submit the Designation of Qualified Employee form and all other required documentation listed on the form within 5 business days of the change. The licensee must also complete a MU2 for the new designated QE. The QE is required to be licensed as a Nevada mortgage agent and must have at least 2 years of experience in the industry within the last 5 years. Additionally, the QE must be present at the office location the majority of time the office is open to the public. If the designated QE is not approved by the Division for failing to meet the prescribed standards, the Division will notify the licensee and the licensee must then designate a new QE within 30 days of the notification.
4. If changing a “no” answer to a “yes” answer in the disclosure question section, a licensee must provide details and/or other information, such as court documents, to the Division within 5 days of amending the answer in NMLS.
5. Except for fees assessed outside of NMLS for some changes in ownership or control, there are no fees associated with amendments to MU1 or MU2 forms.
6. Supporting documentation, as noted in the checklist, must be provided along with the checklist within 5 business days of the amendment at the following:

*For U.S. Postal Service:*

**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

*For Overnight Delivery:*

**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an ACN for a Change of Legal Name through the Company (MU1) form through NMLS. <b>60 Days</b> notice must be given for this change.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form through NMLS. <b>10 Days</b> notice must be given for this change. Complete this form for changes of address and return with your original license for reissuance. <a href="#">Click to download form.</a>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Addition, Modification or Deletion of Other Trade Names:</b> Submit an ACN for an Addition, Change or Deletion of an Other Trade Name(s) through the Company (MU1) form through NMLS. <b>30 Days</b> must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Change of Legal Status:</b> Submit an ACN for a change of Legal Status within the Company (MU1) Form through NMLS. <b>60 Days</b> notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form through NMLS. <b>60 Days</b> notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form. Civil Applicant waiver and fingerprint card(s) are required for this change.
FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surety Bond Rider:</b> Submit the Surety Bond Rider that reflects the applicable change.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Original License: (For change of address or change of name only)</b> - Return the original license.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Designation of Qualified Employee Form:</b> Complete and mail the designation of Qualified Employee form to NV. <a href="#">Click to download form.</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Manager.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fingerprint Card:</b> Provide for each person who owns 10% or more of the stock of the company and each person who has the power to direct the management and policy of the company.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>NV Civil Applicant Waiver:</b> Provide for each person submitting fingerprint cards to the Division. <a href="#">Click here to download</a>

N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Office Lease:</b> Mail a fully executed lease in the company's name for the office location to be licensed.
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**WHO TO CONTACT** – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.