



Amendment Checklist

Jurisdiction-Specific Requirements

LOUISIANA RESIDENTIAL MORTGAGE LENDING LICENSE

Prior written approval is required for a change of control.

LSA-R.S.6:1090(B)(1) states, “No person shall acquire or control a license to make or broker residential mortgage loans through the acquisition or control of fifty-one percent or more of the ownership interest in a licensee without first having obtained written approval from the commissioner, pursuant to an application for a change of control in ownership of the licensee, filed in the manner and on a form prescribed by the commissioner and accompanied by a fee of three hundred dollars. Any person who acquires controlling interest in a licensee without first having filed an application for change of control with the commissioner, shall be deemed to be operating without proper authority under this Chapter and is subject to the penalties of R.S. 6:1092(C).”

Persons or entities proposing to acquire control of licensees must have *prior* written approval from the Commissioner of Financial Institutions. The request must include the following:

- 1) Proposed date for change, including names of all parties involved with the following: a proposed ownership organizational chart, proposed management organization chart, and a copy of the purchase agreement or board resolution.
- 2) Two original Form FD 258 fingerprint cards, or equivalent, Louisiana State Police form, and Authority form for each owner, director, and executive officer who has not submitted fingerprint cards to this Agency within the last 5 years. Fingerprint cards can be obtained from your local law enforcement office. Fingerprint cards must be completely filled out including Social Security Number, the eight personal identification blocks, name printed at top and personal signature. Missing information will result in a delay and additional cards being submitted.
- 3) Check made payable to the Office of Financial Institutions in the amount of \$40.75 for each person submitting fingerprints.
- 4) \$300 change of control fee, check made payable to Office of Financial Institutions.

Once written approval has been received from this Office and the change is complete, the following information must be submitted:

- 1) Copy of the Act of Sale, if applicable.
- 2) A letter from the bonding company (if applicable) stating that they are aware of the change of control and that the bond is still in effect.
- 3) A copy of the Board Resolution (if corporation).
- 4) Signed copy of amended Operating Agreement (if LLC).
- 5) Signed copy of Partnership Agreement (if Partnership).
- 6) Name, address, and phone number of the registered agent for service of process.
- 7) A Certificate of Resolution for each person having signing authority for the company.

Prior written approval is required for Name or Main Office location

1. LSA-R.S. 6:1089 (A)(2) requires that the licensee must notify the Louisiana Commissioner of Financial Institutions of a change of name or main office location by submitting this information to the NMLS prior to the change, and paying a filing fee of \$100 change fee and \$20 system fee, as well as submitting the jurisdiction-specific items listed below.
 - a. LSA-R.S. 6:1091(A)(1) requires that the licensee maintain its books and records at the licensee’s principal office or at the branch location where the residential mortgage lending activity occurred unless they receive written permission from the Louisiana Commissioner of Financial Institutions to store books and records off-site and comply with all requirements of LSA-R.S.6:1091(A).

Prior written approval is required for Name and/or Main office location

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. You will be prompted to pay for any changes to your record that includes an amendment fee. The fields that generate an amendment fee through NMLS are noted below.
3. The Louisiana Office of Financial Institutions charges amendment fees for the fields listed below through NMLS (check all that apply):
 - Change of Address \$100 per license
 - Change of Name \$100 per license
 - Change of Other Trade Names \$100 per license
4. All fees collected through the NMLS are NON-REFUNDABLE.

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov.

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For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	NAME AND/OR LOCATION CHANGE. Companies who broker loans must submit to this Office a revised Mortgage Loan Origination Agreement showing the company's new name and/or address. Companies who maintain surety bonds, must contact their surety bond company and have them submit a rider to this Office showing the name and/or address change.
<input type="checkbox"/>	<input type="checkbox"/>	LOCATION OF BOOKS AND RECORDS. Companies must submit a written request to the Louisiana Commissioner of Financial Institutions in order to receive approval to store books and records off-site.

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