



## Company Amendments Agency Requirements



### MINNESOTA RESIDENTIAL MORTGAGE ORIGINATOR EXEMPTION

#### Instructions

**Minnesota does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below:**

1. Registrants must file an amendment in NMLS when any of the following company information is altered:
  - ☐ Change of Address
  - ☐ Change of Name
  - ☐ Change of Other Business Name or DBA
  - ☐ Change of Ownership
  - ☐ Change of Control Person
  - ☐ Change in Business Activity / Services Offered
  - ☐ Any "Yes" answer to any Disclosure question
2. Pursuant to MN Statute 58.14, any changes in licensing data must be communicated to the Financial Institutions Division within 10 days of such change.
3. Minnesota does not charge fees for amendments.
4. Agency requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

*For U.S. Postal Service and Overnight Delivery:*

*Department of Commerce  
Financial Institutions Division  
85 7<sup>th</sup> Place East  
Suite 500  
St. Paul, MN 55101  
Fax 651-539-1548*

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM										
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>SURETY BOND RIDER: (For change of address or change of name only)</b> – Upload the Surety Bond Rider that reflects the change of address, change of name or addition of trade name, as applicable.</p> <p>Bond Amount:</p> <ul style="list-style-type: none"> <li>If the company has prior year's loan origination volume in Minnesota, use the dollar amount of closed loan volume and the table below to calculate the required surety bond amount.</li> </ul> <table border="1"> <thead> <tr> <th>Dollar Amount of Closed Loan Volume</th> <th>Surety Bond Required</th> </tr> </thead> <tbody> <tr> <td>\$0 to \$5,000,000</td> <td>\$100,000</td> </tr> <tr> <td>\$5,000,000.01 to \$10,000,000</td> <td>\$125,000</td> </tr> <tr> <td>\$10,000,000.01 to \$25,000,000</td> <td>\$150,000</td> </tr> <tr> <td>Over \$25,000,000</td> <td>\$200,000</td> </tr> </tbody> </table>	Dollar Amount of Closed Loan Volume	Surety Bond Required	\$0 to \$5,000,000	\$100,000	\$5,000,000.01 to \$10,000,000	\$125,000	\$10,000,000.01 to \$25,000,000	\$150,000	Over \$25,000,000	\$200,000
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>NAME CHANGE/SECRETARY OF STATE DOCUMENTATION:</b> Submit a letter to the Department of Commerce explaining the change, list the current name and the proposed name, list the license number, and attach a filed amended Certificate of Authority from the Minnesota Secretary of State.</p>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OTHER TRADE NAMES:</b> Submit a letter to the Department of Commerce explaining the change of "trade name", "dba" or "fictitious name" and upload into NMLS a filed copy of the Certificate of Assumed Name from the Minnesota Secretary of State. <b>NOTE:</b> Minnesota does not permit a company to do business under more than one name or title. A company may apply for additional licenses for the additional Other Trade Names by selecting the Other Trade Name license types in NMLS and paying the additional license fee.</p>										
<input type="checkbox"/>	N/A	N/A	<p><b>CHANGE IN BUSINESS ACTIVITY OR SERVICES OFFERED:</b> Amend NMLS Company Form, Section 1 Business Activities.</p>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS:</b> Provide complete details of all events of proceeding for any "Yes" answer to any of the Disclosure questions for the company or any Control Person and upload a copy of any applicable orders or documents.</p>										

**WHO TO CONTACT** – Contact the Financial Institutions licensing staff by phone at 651-539-1600 or send your questions via e-mail to [mortgage.commerce@state.mn.us](mailto:mortgage.commerce@state.mn.us) for additional assistance.

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.