



## **Amendment Checklist** **Jurisdiction-Specific Requirements**



### **NORTH CAROLINA MORTGAGE LENDER LICENSE**

#### **Instructions**

1. A Qualifying Individual (QI) with three years of residential mortgage lending experience who meets pre-licensing educational requirements pursuant to NCGS § 53-244.050 and has taken the most recent test available is required. Use the QI section of NMLS Form MU1 to identify the new QI. Form MU2 will then be generated requiring completion of biographical information for the QI. **A licensee which also services NC residential mortgage loans must identify a QI for its servicing business in NMLS by typing “NC Servicing QI” in the title field of the “Add” QI screen of the MU1.** The servicing QI can be the same individual identified as QI for its residential mortgage lending as long as they have experience in both areas. Also, check the “Other” box on the “Other Business” section of the MU1 to state that your company is currently engaged in servicing NC mortgage loans. A licensee shall notify the Commissioner within 15 days of any change in its designated QI.
2. The NC SAFE Act requires all licensees to maintain their North Carolina loan files and records at a designated location within the state, unless they receive express written authorization to store them out-of-state. A licensee must notify the NC Commissioner of Banks Office (NCCOB) of any change in the location of its books and records within 10 days following such change.
3. A licensee shall notify the NCCOB within 30 days of any material change in any document or information submitted during the application process or otherwise filed with our office.
4. Requests for change of control must be submitted to the NCCOB at least 60 days **prior to** the effective date of the proposed change.
5. Licensed lenders that want to conduct reverse mortgage activity must submit an ACN to add the reverse mortgage business activity at least 30 days prior to the effective date; a separate reverse mortgage license is not required.
6. A \$500 fee will be collected through NMLS for those companies amending their business activities to include reverse mortgage lending activity.
7. All fees are collected through the NMLS and are non-refundable.

#### **How to submit North Carolina specific documents**

1. If you are required to upload document(s) on NMLS for an Advance Change Notice (ACN):
  - a. In the NMLS document upload section, select ACN for document type.
  - b. Documents required to be uploaded through ACN are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific ACN event you must mail document(s) directly to the NCCOB.
2. If you are required to upload documents for an amendment that doesn't require ACN, select the applicable document type in the NMLS document upload section.
3. If document are required outside of NMLS, provide the checklist along with the documents within 5 business days by logging in to our website and uploading to [NCCOB Online](#), emailing the documents to [Company@nccob.gov](mailto:Company@nccob.gov) or mailing the document(s) to the following address:

For U.S. Postal Service:  
North Carolina Office of the  
Commissioner of Banks  
Mortgage Division  
4309 Mail Service Center  
Raleigh, NC 27699-4309

For Overnight Delivery:  
North Carolina Office of the  
Commissioner of Banks  
Mortgage Division  
316 W. Edenton St.  
Raleigh, NC 27603

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEMS
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>CHANGE IN BUSINESS ACTIVITY OR SERVICES OFFERED: (for lenders conducting reverse mortgage activity)</b> Amend NMLS Company Form (MU1), Section 1 Business Activities.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>SURETY BOND RIDER</b> <ul style="list-style-type: none"><li>If the company is submitting an ACN to add the reverse mortgage business activity, the licensee must submit a separate <u>paper</u> bond in the amount of \$100,000.</li></ul>
<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 in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENTS REQUIRED FOR CHANGE OF LEGAL NAME.</b> Upload copies of the following documents: <ul style="list-style-type: none"><li>Amended Articles of Incorporation; or</li><li>(Amended) Certificate of Authority; and</li><li>Rider to surety bond reflecting the company name change.</li></ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES.</b> Submit ACN for an Addition, Change or Deletion of Other Trade Name(s) through the Company (MU1) form through NMLS. A 30-day ACN must be given for this change. <ul style="list-style-type: none"><li>Provide a file-stamped copy of the Certificate of Assumed Name from the County Register of Deeds Office filed as required under North Carolina General Statute Chapter 66, Article 14A.</li><li>Upload Certificate of Assumed Name document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company (MU1) Form.</li></ul>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ADDITION OR MODIFICATION OF DIRECT/INDIRECT OWNERS/EXECUTIVE OFFICERS.</b> Submit an ACN for a change in Direct/Indirect Owners/Executive Officers within the Company (MU1) Form in NMLS. A 60-day notice must be given for this change. <u>Note:</u> Control Persons must also be reported on Form MU2. If the Federal Tax Id/EIN or state of incorporation changes a <u>new</u> company application will need to be submitted.</p> <ol style="list-style-type: none"> <li>1. See <b>MU2 Individual FBI Criminal Background Check Requirements</b> below.</li> <li>2. Upload copies of the following documents: <ul style="list-style-type: none"> <li>• Submit a corporate resolution detailing change.</li> <li>• Submit a revised organizational chart.</li> </ul> </li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>QUALIFYING INDIVIDUAL CHANGE.</b> A change of qualifying individual must be made within 15 days of such change.</p> <ol style="list-style-type: none"> <li>1. See <b>MU2 Individual FBI Criminal Background Check Requirements</b> below.</li> <li>2. Submit the following: <ul style="list-style-type: none"> <li>• A corporate resolution detailing the change.</li> <li>• A resume demonstrating that the proposed QI has 3 years of residential mortgage lending experience.</li> <li>• Submit a revised organizational chart.</li> </ul> </li> </ol> <p>If approved, the NCCOB will advise when to update the information on the NMLS.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CREDIT REPORT REQUIREMENT.</b> Control person(s), including the QI, are required to authorize a credit report through NMLS.</p> <p><b>Note:</b> Review the definition of Control on page 1 of this checklist. Review the requirements of financial responsibility pursuant to <a href="#">NCGS §53-244.060(4)</a>.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 INDIVIDUAL FBI CRIMINAL BACKGROUND CHECK REQUIREMENTS:</b> Control person(s), including the QI, are required to authorize an FBI criminal background check through NMLS.</p> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> Review the definition of Control on page 1 of this checklist. Review the requirements pursuant to <a href="#">NCGS §53-244.060(2)</a> and (3).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COMPANY ADDRESS CHANGE:</b> Provide a copy of the lease agreement clearly setting out the terms of the lease and describing the leased premises, signed by a company official and the Landlord. If the lease is a sublease you must also provide a copy of the master lease and written approval from the master lessor that they agree and are aware the property is being subleased.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS:</b> On your letterhead, provide complete details of all events or proceedings for any “Yes” answer to the Disclosure questions for the company or any Control Person. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BUSINESS PLANS:</b> Upload a new business plan that reflects a change in business activities, operating structure, formation changes, and any other material changes. This document should be uploaded as a Business Plan Document Type in the Document Uploads section of the Company Form (MU1).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BOOKS AND RECORDS CHANGES:</b> Requires a letter requesting permission to store NC loan files and records out-of-state.

**WHO TO CONTACT** – Contact the NC Mortgage Licensing Division staff via email at [Company@nccob.gov](mailto:Company@nccob.gov) for additional assistance.

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