



NV Mortgage Servicer License Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to a record in NMLS, Nevada requires advance notification for the following changes. See the checklist below for details.

- Change of Control or Ownership
- Change of Legal Name
- Adding or Removing an Assumed or Fictitious Name
- Change in Legal Entity Status
- Change of Principal Address
- Addition or Removal of Branch Locations

Nevada does not require advance notice for the following changes; however, a change is not effective until approved by the Commissioner. Make the changes in NMLS as of the effective date and upload supporting documentation, as instructed, in the checklist below.

- Change of Qualified Employee
- Change in Disclosure Questions

There is a \$50 fee to obtain a duplicate license. Contact NV Division of Mortgage Lending for more information.

Uploading Agency-Specific Documents

If required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact the *Division of Mortgage Lending* licensing staff by phone at [\(775\) 684-7060](tel:7756847060) or send questions via email to mldlicensing@mld.nv.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THE APPLICANT/LICENSEE IS APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS



- [Change of Legal Name](#)
 - Change of Legal Name: \$50 per license
- [Change of Main Address](#)
 - Change of Main Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
 - Addition of Other Trade Names: \$50 per license
- [Deletion of Other Trade Name](#)
 - Deletion of Other Trade Names: \$50 per license
- [Change of Legal Status](#)
 - If a new license is issued: \$50.00 per license
- [Change in Control](#)
 - Change of Control or Ownership: \$500
- [Addition or Modification of Qualifying Individuals](#)
- [Addition or Removal of Branch Locations](#)
- [Addition or Modification of Control Individuals](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of Disclosure Question\(s\)](#)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be uploaded to the NMLS as required on the checklist below within five (5) business days of the electronic submission of the filing through NMLS.

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the anticipated effective date of the proposed name change must be given.	NMLS
<input type="checkbox"/>	Change of Legal Name Fee: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Updated Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the ESB process.	Electronic Surety Bond in NMLS
<input type="checkbox"/>	Certificate of Authority/Good Standing Certificate: Submit a copy of the amended name filing(s) with the state of formation and the Nevada Secretary of State. This document should be named <i>NV Certificate of Authority</i> OR <i>NV Certificate of Good Standing</i> .	Upload in NMLS: under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. Update the record in NMLS no more than 10 days after a change to a licensee's principal location address.	NMLS
<input type="checkbox"/>	Change of Main Address: \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Office Lease: Attach or upload a fully executed lease in the company's name for the office location to be licensed. Leases must be executed by an officer of the company.	 this document as the "Additional Requirements" section of the Company (MU1) Form.
<input type="checkbox"/>	Change of Branch Locations: Submit an up to date list of branch locations that will conduct mortgage servicing activity related to mortgage loans secured by real property located in Nevada. The list should include the name and contact information for the branch manager/qualified employee, new office location address (& old address to be replaced or removed), phone, fax, & email.	 this document as the "Additional Requirements" section of the Company (MU1) Form.

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name: Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the effective date of the proposed name change must be provided.</p> <p>Mortgage Servicer Licensees are prohibited from using more than one trade name, assumed or fictitious name, or DBA for each license obtained.</p> <p>Nevada requires a separate license for each Other Trade Name added. When adding an Other Trade Name, a licensee must apply for a separate Mortgage Servicer License-Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p> <p>Upload a formal request outlining the change on company letterhead signed by an officer of the company to the "Additional Requirements" section.</p>	NMLS
<input type="checkbox"/>	<p>Addition of Other Trade Name \$50 per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Upload the Trade Name/Assumed Name Registration Certificate regarding ability to do business under that trade name.</p> <p>This document should be named <i>NV Mortgage Servicer Trade Name / Assumed Name</i>.</p>	<p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Updated Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process.</p>	Electronic Surety Bond in NMLS

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an ACN for a deletion of an Other Trade Name through the Company Form (MU1) in NMLS. A notice of not less than 30 days before the effective date of the proposed name change must be provided.</p> <p>If deleting an Other Trade Name, the name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>Nevada requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, a licensee must request to surrender the appropriate Mortgage Servicer License-Other Trade Name # license. The surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p> <p>Upload a formal request outlining the change on company letterhead signed by an officer of the company to the "Additional Requirements" section.</p>	NMLS
<input type="checkbox"/>	<p>Deletion of Other Trade Name \$50 per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS
<input type="checkbox"/>	<p>Trade Name/Assumed Name Registration Certificates: Remove the uploaded Trade Name/Assumed Name Registration Certificate related to the removed Other Trade Name.</p>	Remove the Upload in NMLS in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Updated Surety Bond Rider: Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process.</p>	Electronic Surety Bond in NMLS

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Legal Status Amendment Items	Submitted via...
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Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

<input type="checkbox"/>	Change of Legal Status: Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. A notice of 30 days must be provided for this change.	NMLS
<input type="checkbox"/>	Change of Legal Status: \$50 per license (if a new hard copy license is issued) Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	Formation/Conversion Document: Submit copies of the new formation documents or conversion documents. This document should be named <i>Formation Documentation [Date of Creation (MM-DD-YYYY)]</i> .	Upload in NMLS: under <u>"Formation Document"</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Change of Control	Submitted via...
<input type="checkbox"/>	<p>Change of Control: At least 30 days before any transfer, sale or conveyance of ownership interest that will result in giving a person, directly or indirectly, the power to direct the management and policy of a mortgage company; or a transfer of 25 percent or more cumulative ownership interest of a mortgage company, submit an ACN on the Company (MU1) form in NMLS.</p> <ul style="list-style-type: none"> • Upload a written request on company letterhead providing details of the change of control to the "Additional Requirements" section. • Upload a buy/sell agreement or other documentation facilitating the change to the "Additional Requirements" section. • Uploaded updated organizational and management chart to the "Organizational Chart/Description" & "Management Chart" sections as applicable. <p>Note: Control Persons must also be reported on the Individual (MU2) form. Background reports and credit reports are required through NMLS for this change as applicable.</p>	NMLS
<input type="checkbox"/>	<p>Change in Control or Ownership Fee: \$500 per company license.</p> <p>Fees collected are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS - Invoice
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual:</p>	NMLS
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> • A Control Person means: (a) An executive officer, director, general partner, trustee, member, qualified employee or shareholder of a mortgage servicer, licensee or applicant; or (b) A person who is authorized to participate in direct or indirect control of the management or policies of a mortgage servicer, licensee or applicant. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> • An Executive Officer means an officer, manager, partner or managing member of a mortgage servicer, licensee or applicant. The term includes, without limitation, a chief executive officer, president, vice 	NMLS

Complete	NV Mortgage Servicer License Change of Control	Submitted via...
	<p>president, chief financial officer, chief operating officer, chief legal officer, controller or compliance officer, or a natural person who holds any similar position.</p> <p><i>Shareholders</i></p> <ul style="list-style-type: none"> • A Shareholder includes (1) any person that owns, or is authorized to vote directly or indirectly, any percentage of a class of voting securities or voting interests of a mortgage servicer, applicant or licensee if the mortgage servicer, applicant or licensee has fewer than 20 stockholders or owners, or (2) Any person that owns, or is authorized to vote directly or indirectly, 10 percent or more of a class of voting securities or voting interests of a mortgage servicer, applicant or licensee if the mortgage servicer, applicant or licensee has 20 or more stockholders or owners. <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), an appointment to be fingerprinted must be scheduled if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If able to 'Use Existing Prints' to process the FBI criminal background check, DO NOT schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS. If the designated Qualified Employee is deemed ineligible or the employment relationship with the licensee is terminated, the licensee must designate a new Qualified Employee within 30 days.</p> <p>Note: A Qualified Employee must (a) have at least 24 months of verifiable experience in the business of servicing mortgage loans within the immediately preceding 5 years (Resume and W-2s or 1099s required), (b) be designated by the licensee to act on behalf of the licensee and to supervise and control the conduct of the business of the licensee at only one location, (c) be employed and present at the location, and (d) have submitted to and successfully passed a background investigation.</p>	NMLS
<input type="checkbox"/>	<p>Designation of Qualified Employee: Upload the designation of QE form to the "Additional Requirements" section of the MU1.</p> <p>Click here to download form.</p>	NMLS – Upload
<input type="checkbox"/>	<p>Credit Report: Any new Qualified Employee is required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Qualifying Individual Resume/W-2s: Submit a resume and copies of W-2s or 1099s demonstrating the required experience.</p>	NMLS - Upload
<input type="checkbox"/>	<p>FBI Criminal Background Check for MU2 Individual.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the Qualified Employee is required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information.</p>	NMLS

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Removal of Branch Locations	Submitted via...
<input type="checkbox"/>	<p>Addition or Removal of Branch Locations: Submit an updated list of all branch locations who perform servicing activities not more than 10 days after the change. Include the complete address, designated qualified employee name, telephone number, fax number, and email address associated with each location.</p> <p>Note: A separate Qualified Employee must be designated at each new location, be listed in the QI section of the MU1, and (a) have at least 24 months of verifiable experience in the business of servicing mortgage loans within the immediately preceding 5 years (Resume and W-2s or 1099s required), (b) be designated by the licensee to act on behalf of the licensee and to supervise and control the conduct of the business of the licensee at only one location, (c) be employed and present at the location, and (d) have submitted to and successfully passed a background investigation.</p>	<p>NMLS – Upload</p> <p>The branch list to the “Additional Requirements” section of the MU1.</p>
<input type="checkbox"/>	<p>Designation of Qualified Employee: Upload the designation of QE form to the “Additional Requirements” section of the MU1.</p> <p>Click here to download form.</p>	NMLS - Upload
<input type="checkbox"/>	<p>Credit Report: Any new Qualified Employee is required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Qualifying Individual Resume/W-2s: Submit a resume and copies of W-2s or 1099s demonstrating the required experience.</p>	NMLS - Upload
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the Qualified Employee is required to authorize an FBI criminal background check (CBC) through NMLS. After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required. See the Criminal Background Check section of the NMLS Resource Center for more information.</p>	NMLS

NMLS ID Number	
Licensee's Legal Name	

Complete	NV Mortgage Servicer License Addition or Modification of a Control Person Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of a Control Person: Submit an amendment for an addition or change in a Control Person within the Company Form (MU1) in NMLS.</p> <p>Note: All changes in Direct Owners/Executive Officers must be entered in the <i>Direct Owners and Executive Officers</i> section of the Company Form (MU1). All changes in Indirect Owners must be entered in the <i>Indirect Owners</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for a company can be filed through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the individuals described in the Change of Control section are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p>	NMLS

Complete	NV Mortgage Servicer License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	NMLS

Complete	NV Mortgage Servicer License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change to Disclosure Questions: Provide complete details of all events or proceedings for any “YES” answer to any of the disclosure questions for the Company, Control Persons and/or Qualified Employee. Upload a copy of any applicable order or supporting documents in NMLS.	NMLS – Upload <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).