



PA Partially Exempt Mortgage Registration New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

The Pennsylvania Mortgage Licensing Act (7 Pa.C.S. § 6101 *et seq.*) requires a license for any person or company who engages in the mortgage loan business by directly or indirectly negotiating or placing loans for others in the primary market for consideration.

A separate branch license will be required for every location where mortgage loan business activities are conducted outside the company's principal place of business. 7 Pa.C.S. § 6131(a.1)

Activities Authorized Under This License

This license authorizes the following activities...

- First mortgage brokering
- Second mortgage brokering
- Home equity lines of credit
- Reverse mortgage brokering
- Third party mortgage loan processing
- Third party mortgage underwriting
- Lead generation
- Mortgage loan modifications

Pre-Requisites for License Applications

- Be approved as a Pennsylvania Partially Exempt Mortgage Registrant; or
- Have a pending Pennsylvania Partially Exempt Mortgage company registration application.

Pennsylvania does not paper licenses for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Pennsylvania Department of Banking and Securities, Non-Depository Licensing Office staff by phone at 717-787-3717 or send your questions via email to ra-asklicensing@pa.gov for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission of your application through NMLS via email to ra-asklicensing@pa.gov

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

LICENSE FEES - Fees collected through NMLS are not *REFUNDABLE* or *TRANSFERABLE*.

Complete	PA Partially Exempt Mortgage Registration (Branch)	Submitted via...
<input type="checkbox"/>	<p>Pennsylvania Branch License/Registration Fee: \$0</p> <p>NMLS Initial Processing Fee: \$20</p> <p>7 Pa.C.S. § 6132(a)(4)</p>	<p>NMLS (Filing submission)</p>

REQUIREMENTS COMPLETED IN NMLS

Complete	PA Partially Exempt Mortgage Registration (Branch)	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the registration through NMLS.</p> <p>7 Pa.C.S. § 6131(a)</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual who is the supervisor of a branch office.</p> <ul style="list-style-type: none"> ➤ The branch manager must either be a mortgage originator or meet the licensing requirements of a mortgage originator by completing appropriate education and testing. <p>7 Pa.C.S. § 6131(k)(5)</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).</p> <p>7 Pa.C.S. § 6131(a), (a.1)</p>	<p>NMLS</p>