



MN Residential PACE Administrator Branch License New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license?

This license should only be applied for by a company that also holds or is applying for a MN Residential PACE Administrator Company License.

Refer to Minnesota Statutes §§ 216C.435-216C.437.

Activities Authorized Under This License

This license authorizes the following activities as defined by NMLS on the [Business Activities Definitions](#) chart:

- Marketing, offering, selling, facilitating, or financing, in whole or in part, a residential PACE loan;
- Facilitating, arranging, or contracting for the installation of the cost-effective energy improvements financed through a residential PACE loan; or
- Offering any other service to an implementing entity in connection with the offering or provision of a residential PACE loan or operating a residential PACE program.

Pre-Requisites for License Applications

- None

Minnesota will not issue paper licenses for this branch license type. Licenses can be verified through NMLS Consumer Access.

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 Financial Institutions Division licensing staff by phone at 651-539-1570 or send your questions via email to NonDepositoryInstitutions.Commerce@state.mn.us for additional assistance.

For U.S. Postal Service or Overnight Delivery:

*Commerce Department
Financial Institutions Division
85 7th Place East, Suite 280
St. Paul, MN 55101*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE 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 | MN PACE Administrator Branch License | Submitted via... |
|----------|---|---------------------------------|
| Note | MN Branch License/Registration Fee: \$0 NMLS Initial Processing Fee: \$0 | NMLS (Filing submission) |

REQUIREMENTS COMPLETED IN NMLS

| Complete | MN PACE Administrator Branch License | Submitted via... |
|--------------------------|--|--|
| <input type="checkbox"/> | Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS. | NMLS |
| <input type="checkbox"/> | <p>Other Trade Names: If this branch is operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1). Minnesota does not limit the number of other trade names.</p> <p>If operating under an "Other Trade Name", upload a file-stamped copy of the Certificate of Assumed Name from the Minnesota Secretary of State regarding ability to do business under that trade name.</p> <p>This document should be named <i>Minnesota Trade Name – Assumed Name</i>.</p> | NMLS 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). |
| <input type="checkbox"/> | Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office. | NMLS |
| <input type="checkbox"/> | 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). | NMLS |
| Note | Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS. | N/A |
| Note | MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | N/A |

| REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS | | |
|---|--------------------------------------|------------------|
| Complete | MN PACE Administrator Branch License | Submitted via... |
| No branch documents are required to be uploaded into NMLS for this license/registration at this time. | | |
| INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS | | |
| No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time. | | |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS | | |
|---|--------------------------------------|------------------|
| Complete | MN PACE Administrator Branch License | Submitted via... |
| No items are required to be submitted outside of NMLS for this license/registration at this time. | | |