



VT Mortgage Broker Sole Proprietor License New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required to Have This License?

A sole proprietor who for compensation or gain, or in the expectation of compensation or gain, directly or indirectly negotiates, places, assists in placement, finds or offers to negotiate, place, assist in placement or find mortgage loans, other than commercial loans, on real property located in Vermont for others. No person, other than the sole proprietor, is authorized to act as a mortgage broker under a Mortgage Broker – Sole Proprietor License. If the sole proprietor authorizes other persons to act as a mortgage broker under the license, a VT Mortgage Broker Company License is required.

See [8 V.S.A. Chapter 72, General Provisions](#) and [8 V.S.A. Chapter 73, Licensed Lenders Act](#), for more information.

Vermont Department of Financial Regulation does not issue an electronic license or a paper license for this license type. Approval in NMLS serves as the official record.

Activities Authorized Under This License

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

- First mortgage brokering
- Second mortgage brokering
- Short Sale
- Foreclosure consulting/foreclosure rescue
- Home equity lending/lines of credit (mortgage broker only, not acting as a lender)
- Reverse mortgage activities (mortgage broker only, not acting as a lender)
- High-cost home loans (mortgage broker only, not acting as a lender)
- Third party mortgage loan processing
- Third party mortgage loan underwriting
- Manufactured housing financing (mortgage broker only, not acting as a lender)
- Lead generation
- Mortgage loan modifications

Pre-Requisites for License Applications

- Vermont Secretary of State Trade Name Registration (if doing business under a trade name).
- The applicant has never had a financial services license or similar license revoked in any governmental jurisdiction, except that a subsequent formal vacation of such revocation shall not be deemed a revocation.
- The applicant has not been convicted of, or pled guilty or nolo contendere to, a felony in a domestic, foreign, or military court.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) 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. Unless the document is state-specific, 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, be sure to indicate the applicable state.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Vermont Department of Financial Regulation* licensing staff by phone at (802) 828-3307 or send your questions via email to dfr.licensing@vermont.gov for additional assistance.

For U.S. Postal Service:

*Vermont Department of Financial Regulation
Banking Division
89 Main Street
Montpelier, VT 05620-3101*

For Overnight Delivery:

*Vermont Department of Financial Regulation
Banking Division
89 Main Street, 2nd Floor
Montpelier, VT 05602*

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	VT Mortgage Broker Sole Proprietor License	Submitted via...
<input type="checkbox"/>	VT License/Registration Fee: \$250 VT Application Fee: \$250 NMLS Initial Processing Fee: \$100	NMLS (Filing submission)
<input type="checkbox"/>	Credit Report for MU2 Individual: \$15 per person.	NMLS (Filing submission)
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	VT Mortgage Broker Sole Proprietor License	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.	NMLS
<input type="checkbox"/>	Financial Statements: Upload a financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required. Additional Audited Financial Statements: Upload audited financial statements prepared in accordance with Generally Accepted Accounting Principles for the applicant’s prior two fiscal years.	NMLS Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.
<input type="checkbox"/>	Other Trade Name: If 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 the Company Form (MU1) and a separate license type (i.e. VT Mortgage Broker Sole Proprietor License – Other Trade Name #) is required. Vermont Mortgage Broker Sole Proprietor Licensees are permitted to use only one other trade name. Note: If operating under an “Other Trade Name”, upload the Vermont Secretary of State Certificate of Trade Name Registration regarding ability to do business under that trade name (see below).	NMLS

<input type="checkbox"/>	Resident/Registered Agent: The <i>Resident/Registered Agent</i> section of the Company Form (MU1) must list the sole proprietor if the applicant is a resident of Vermont, or a person who qualifies as a registered agent and matches the information currently on record with the Vermont Secretary of State.	NMLS
<input type="checkbox"/>	Primary Contact Employees: The sole proprietor must be entered into the <i>Contact Employees</i> section of the Company Form (MU1). <ol style="list-style-type: none"> Primary Company Contact - Enter the person the Department should contact for questions regarding the application and licensing issues. Primary Consumer Complaint Contact - Enter person the Department should contact to process a consumer complaint. 	NMLS
Note	Non-Primary Contact Employees: Vermont does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	N/A
<input type="checkbox"/>	Books and Records: Be sure to add Vermont to the Jurisdiction Section for <i>Books & Records</i> section of the Company Form (MU1).	NMLS
<input type="checkbox"/>	Bank Account: Bank account information must be completed for the sole proprietor's Operating and/or Trust Primary accounts in the <i>Bank Account</i> section of the Company Form (MU1).	NMLS
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Direct Owner/Executive Officers: The individual below must be listed in the <i>Direct Owner/Executive Officers</i> section of Company Form (MU1). <ul style="list-style-type: none"> Sole Proprietor 	NMLS
<input type="checkbox"/>	Qualifying Individual: The sole proprietor must be listed in the <i>Qualifying Individual</i> section of Company Form (MU1).	NMLS
<input type="checkbox"/>	MU2 Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by each person before it is able to be submitted along with the Company Form (MU1).	NMLS
<input type="checkbox"/>	Credit Report: The sole proprietor 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 your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).	NMLS

<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: The sole proprietor is required to authorize an FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing of an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required. See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>Note: The Individual must grant Vermont authorization to view the CBC results at the time the CBC is requested. Vermont cannot view CBC results that are generated BEFORE Vermont has been granted access. If results are generated before Vermont is granted access, Vermont cannot view the results and the MU2 individual will be required to request and pay for another CBC.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>Surety Bond: Submit an Electronic Surety Bond via NMLS in the amount of \$25,000 furnished and submitted by a surety company authorized to conduct business in Vermont. The bond amount may increase based upon the dollar amount of loans originated in Vermont.</p> <p>See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p>	<p>Electronic Surety Bond in NMLS</p>

<p>REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS</p>		
<p>Complete</p>	<p>VT Mortgage Broker Sole Proprietor License</p>	<p>Submitted via...</p>
<input type="checkbox"/>	<p>Business Plan: Upload a business plan outlining the following information:</p> <ul style="list-style-type: none"> • Marketing strategies • Products & services • Target markets • Fee schedule • Operating structure the applicant intends to employ. <p>This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p>Note: If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be uploaded separately, and the state identified in the comment section.</p>	<p>Upload in NMLS: under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Company Staffing and Internal Policies: Upload document including state-required information on staffing and internal organizational policies and procedures. The document must include the following information:</p>	<p>Upload in NMLS: under the Document Type <u>Company Staffing and</u></p>

	<ul style="list-style-type: none"> Financial Privacy Policy <p>This document should be named <i>[Name of Policy]</i>.</p> <p>Note: If submitting multiple staffing and internal policies, combine in single document for upload. Do not include the AML/BSA Policy, which is a separate document and should be uploaded under the Document Type <u>AML/BSA Policy</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>	Internal Policies in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Document Samples: Upload copies of the following sample documents used in the regular course of business in connection with this license:</p> <ul style="list-style-type: none"> Gramm-Leach-Bliley Privacy Notice Mortgage Broker/Prospective Borrower Agreement [8 V.S.A. § 2219 & Banking Regulation B-2014-02] <p>This document should be named <i>[Name of Document Sample]</i>.</p>	Upload in NMLS: under <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Formation Documents: Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Be sure to include the original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p>This document should be named <i>Formation Documentation [Date of Creation (MM-DD-YYYY)]</i>.</p> <p>Sole Proprietor</p> <ul style="list-style-type: none"> Business Registration, <i>if applicable</i> 	Upload in NMLS: under <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p>Other Trade Name: If operating under an “Other Trade Name”, upload the Vermont Secretary of State Certificate of Trade Name Registration regarding ability to do business under that trade name.</p> <p>This document should be named <i>VT Mortgage Broker Sole Proprietor License Trade Name / Assumed Name</i>.</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).
<input type="checkbox"/>	<p>Trust Account Authorization: Submit authorization allowing examination of trust accounts used for the purpose of holding funds belonging to others. May require multiple documents when more than one account exists. Upload each account authorization separately.</p> <p>This document should be named <i>[VT Mortgage Broker Sole Proprietor License]; [last 5 digits of account number]</i>. (ex. <i>Mortgage Broker, VT, xxxxx</i>).</p>	Upload in NMLS: under <u>Trust Account Authorization</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

INDIVIDUAL FORM (MU2) DOCUMENTS UPLOADED IN NMLS

Complete	VT Mortgage Broker Sole Proprietor License	Submitted via...
<input type="checkbox"/>	<p>Credit Report Explanations: <i>If applicable</i>, submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include,</p>	Upload in NMLS: under the Document Type <u>Credit Report Explanations</u> in the

	<p>but are not limited to: state and federal tax liens, civil judgements, collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p> <p>Note: Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p>	<p><i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Disclosure Explanations: <i>If applicable</i>, provide an explanation and supporting document for each “Yes” response to Disclosure Questions in the Individual Form (MU2).</p> <p>See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Legal Name/Status Documentation: Upload legal documentation of legal name or legal status. This may be certified copies of divorce decree, marriage certificate, copy of driver’s license, passports, birth certificate, etc.</p> <p>This document should be named [Document Name] (Ex. Driver’s License, Marriage Certificate, etc.).</p>	<p>Upload in NMLS: under the Document Type <u>Legal Name/Status Documentation</u> in the Document Uploads section of the Individual Form (MU2).</p>

NMLS ID Number		
Applicant Legal Name		
REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	VT Mortgage Broker License	Submitted via...
<input type="checkbox"/>	<p>MU2 Individual Credit Report Requirements: Any natural person who has completed an Individual Form (MU2) and <u>does not or has not resided in the US for at least the last 10 consecutive years</u>, must provide a comprehensive credit report/history prepared by an independent third-party credit reporting agency in the country where the individual resides/resided, and submit it directly to the Department.</p> <p>Note: If the report is issued in a language other than English, please attach a translation.</p>	<p>Email to VT: dfr.licensing@vermont.gov v</p>
<input type="checkbox"/>	<p>MU2 Individual Criminal Background Check Requirements: Any natural person who is required to submit an FBI Criminal Background Check and <u>does not or has not resided in the US for at least the last 10 consecutive years</u>, must provide an investigative background report prepared by an independent third-party search firm and submitted directly to the Department.</p> <p>At a minimum, the report must contain the following:</p> <ul style="list-style-type: none"> • Civil court and bankruptcy court records for the past 10 years, including a search of the court data in the country(ies), states, towns where the individual resided and worked and in contiguous areas. • Criminal records for the past 10 years, including felonies, misdemeanors and violations including a search of court data in the countries, states, towns, where the individual resided and worked and in contiguous areas. <p>Note: If the report is issued in a language other than English, please attach a translation.</p>	<p>Email to VT: dfr.licensing@vermont.gov v</p>

Note: Only print *REQUIREMENTS SUBMITTED OUTSIDE OF NMLS* page for the submission of the documents lists. There is no need to print out and send *all* pages of this checklist. All documents must have the applicant's NMLS ID#.