



## Transitioning Checklist Jurisdiction-Specific Requirements



### MARYLAND MORTGAGE LENDER LICENSE (BRANCH)

#### Instructions:

1. All current branch licensees must transition their license information onto the NMLS at the time of renewal and use Form MU3. Note: the main office license, filing Form MU1, must transition prior to, or simultaneously with, a branch filing Form MU3.
2. Total costs include the annual NMLS initial set up and processing fee of \$40.
3. All NMLS processing fees collected through the NMLS ARE NOT REFUNDABLE.
4. The annual Maryland license fee is \$1,000. If the license is approved for issuance July 1, 2009 to December 31, 2009, the new license will expire on December 31, 2010, more than 12 months later, and the fee will be charged on a pro-rated basis through the [Maryland website](#). At the conclusion of the NMLS process, proceed to the Maryland website to pay the Maryland license fee. See [Maryland Transition Plan](#) for more details.
5. The Commissioner will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
6. Before processing of your application can be completed, jurisdiction-specific requirements as identified on the checklist must be received with this checklist by the State of Maryland within 5 business days of the electronic submission of your application through the NMLS at the address below.

If your application package is incomplete (including, required documentation not submitted in the required format) sixty (60) days after the filing of your MU forms through NMLS, the Agency will terminate the processing of your application. To obtain a license, you will need to reapply for a new license and submit the required documentation for review and processing.

*For U.S. Postal Service or Overnight Delivery*

*Maryland Commissioner of Financial Regulation  
Attn: Licensing Unit  
500 N Calvert Street, Suite 402  
Baltimore, Maryland 21202*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete written details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the Branch Manager. Include copies of supporting documentation, such as administrative orders, civil and/or criminal judgments or pending charges or convictions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL SURETY BOND/ SURETY BOND RIDER.</b> If applicable, because any of the following situations apply: new insurance company and/or bond amount changed, please provide this agency with an original <b>continuous</b> Maryland surety bond or surety bond rider based on the volume of Maryland mortgage business conducted by your company in the previous twelve (12) months. See Md. Code Ann., Fin. Inst. § 11-508.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PAYMENT OF MARYLAND APPLICATION FEE.</b> Proceed to the <a href="#">Maryland website</a> to complete payment of license fee.

**WHO TO CONTACT** – Contact NMLS at 240-386-4444 for questions pertaining to the NMLS. Contact the Commissioner of Financial Regulation licensing staff by phone at 410-230-6155 or 888-784-0136 for further assistance regarding Maryland specific requirements.

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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.