



New Application Checklist Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN COMPANY LICENSE

Instructions

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS.
2. Each individual originating mortgages, according to Washington State statute, may need to be licensed individually. For Consumer Loan companies, your 1099 status independent contractors must hold a Loan Originator license. Licensure for your W-2 status employees is voluntary.
3. Be prepared to report all Washington business activity annually (by March 1st), including loans your company originated, brokered, purchased, or funded. See attached sample of Washington Annual Assessment & Reporting worksheets for reporting requirements.
4. If the company's website address does not match the company's corporate name or any trade name, it must be listed in the "Other Business Name" section of Form MU1 and it must be listed as a trade name on the company's surety bond.
5. If the location of records, as noted in the Books and Records section of Form MU1, is outside of Washington, the applicant must pay all costs associated with examining the records, including travel costs. See WAC 208-620-380 for details.
6. A Resident/Registered Agent is not required for Consumer Loan companies who maintain a licensed location in Washington. If the applicant is applying for an office in Washington, the proposed location may be disclosed in the Resident/Registered Agent section of Form MU1.
7. Washington does not require the Qualifying Individual section be completed for Consumer Loan Applicants.
8. You are responsible for reviewing the Washington Consumer Loan Act (RCW 31.04) and accompanying rules (WAC 208-660) to ensure familiarity and compliance. You'll find these documents linked online at <http://www.dfi.wa.gov/cs/loan.htm>
9. **Financial Statements must be submitted through the Filing Tab in NMLS prior to the submission of your Form MU1 filing.** For additional help, see the Financial Statement Information page and quick guide posted on the NMLS website here; http://www.stateregulatoryregistry.org/AM/Template.cfm?Section=Financial_Statements
Provide a financial statement prepared in accordance with Generally Accepted Accounting Principles (GAAP), as of the most recent quarter end. Financial statements should include a Balance Sheet, Income Statement or Statement of Cash Flow, and all relevant notes thereto.
10. Total Consumer Loan company license costs: \$1,162.21 including the NMLS processing fee.
11. All fees are collected through the NMLS and ARE NOT REFUNDABLE through the NMLS.
12. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

Department of Financial Institutions
 Division of Consumer Services
 PO Box 41200
 Olympia WA 98504-1200

For Overnight Delivery:

Department of Financial Institutions
 Division of Consumer Services
 150 Israel Rd SW
 Tumwater WA 98501

WHO TO CONTACT – Contact DFI’s Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to DCS@dfi.wa.gov for additional assistance.

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

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON CONSUMER LOAN COMPANY LICENSE ITEM						
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. Provide an original Consumer Loan company surety bond furnished by a surety company authorized to conduct business in Washington. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Your trade name(s) and branch office addresses (if any branches) must also be listed on the bond. See RCW 31.04.085 and WAC 208-620-320 for details.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%; text-align: center;"><i>Real Estate Loans</i></th> <th style="width: 40%; text-align: center;"><i>Personal Property Loans Only</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Amount of Bond</i></td> <td style="text-align: center;">\$400,000</td> <td style="text-align: center;"><i>\$100,000 per each office up to 5 locations. For each branch office over five, the amount of the bond must be increased by \$10,000.</i></td> </tr> </tbody> </table> <p>NOTE: If you company never makes mortgage loans, check the “Other” box in the Other Business section of Form MU1.</p>		<i>Real Estate Loans</i>	<i>Personal Property Loans Only</i>	<i>Amount of Bond</i>	\$400,000	<i>\$100,000 per each office up to 5 locations. For each branch office over five, the amount of the bond must be increased by \$10,000.</i>
	<i>Real Estate Loans</i>	<i>Personal Property Loans Only</i>						
<i>Amount of Bond</i>	\$400,000	<i>\$100,000 per each office up to 5 locations. For each branch office over five, the amount of the bond must be increased by \$10,000.</i>						
<input type="checkbox"/>	<input type="checkbox"/>	<p>BUSINESS PLAN/COMPLAINT RESOLUTION. On your letterhead provide your company’s business plan which includes as a minimum the following:</p> <ol style="list-style-type: none"> 1. The anticipated source and method of obtaining customers. 2. The type of loans to be made at this licensed location. 3. Which type of loans, if any, will be sold or transferred to another (affiliated or non-affiliated) business. 4. The type of credit insurance products, if any, the applicant intends to market at this location. 5. The type of incidental products, if any, the applicant intends to market, with approval of the Director, from Washington licensed locations. 6. Specific procedures for complaint resolution. Provide your toll free (“800”) telephone number here: <hr style="border: 0.5px solid black;"/>						

<input type="checkbox"/>	<input type="checkbox"/>	<p>Provide your Washington State unified business identifier (UBI) number here:</p> <hr/> <p>MASTER BUSINESS LICENSE. Your company must obtain a Master Business License issued by the Washington Department of Licensing http://www.dol.wa.gov. You must register trade names (“dba”) on your Master Business License as well. You’ll find your UBI number on the Master Business License.</p> <p>SECRETARY OF STATE AUTHORITY. If your company is not a sole proprietorship, you must register the company with the Washington Office of the Secretary of State http://www.secstate.wa.gov</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for the company or any Control Person. Details should include but are not limited to: court or jurisdiction, charge or complaint, case number, current status, last action date, next action date (if unresolved), etc.</p>

**SURETY BOND TO OPERATE
CONSUMER LOAN BUSINESS**

KNOW ALL PERSONS BY THESE PRESENTS, That _____
(if a partnership, give full name and address of each partner and add the words trading under the firm name and style
_____, " or if a corporation, insert full title and add the words "a
corporation of the State of _____".) with place of business at _____
_____, City of _____
County of _____, in the State of _____
_____, as principal, and _____, a corporation, authorized to transact
surety business in the State of Washington, as surety, are held and firmly bound unto the State of Washington in the
full penal sum of _____ (\$_____._____) lawful money of the United
States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators,
successors and assigns, jointly and severally firmly by these presents.

THE CONDITIONS of the above obligation are such that: Whereas, the above bounden principal has
applied for a license to transact the business of making loans as provided by law under Title 31.04 Revised Code of
Washington, known as the "CONSUMER LOAN ACT" of the State of Washington, and acts amendatory thereto.

Now, Therefore, If the said above bounden principal, shall, upon the issuance of said license as aforesaid,
faithfully conform to and abide by each and every provision of said Act and all the rules and regulations lawfully
made by the Director of the Department of Financial Institutions of the State of Washington thereunder, and will pay
to the state and to any person or persons from said obligors under and by virtue of the provisions of said ACT, then
this obligation to be void: otherwise to remain in full force and effect.

Provided, That the total liability hereunder arising during the period for which this bond is written shall not
exceed the total sum of _____ (\$_____.____). This bond is
effective until canceled by the surety. This bond may be canceled by giving written notice to the Director. The
cancellation shall be effective 45 days from the receipt of said notice. If the bond is renewed, continued, reinstated,
reissued or otherwise extended, it shall nevertheless be considered a continuous obligation and the surety upon the
bond shall not be liable in an aggregate or cumulative amount exceeding the penal sum set forth on the face of the
bond. In no event shall the penal sum, or any portion thereof, at two or more points in time be added together in
determining the surety's liability for any or all claims.

In Witness Whereof, The said principal has hereunto set his hand and seal and the said surety has caused
these presents to be signed by its duly authorized officers and its corporate seal to be hereto affixed on this ____ day
of _____, 20____. Bond Number _____

(Principal Company Name)

(Surety Corporate Seal)

By _____
(Signature of Principal official)

By _____
(Signature of second Principal official, if required by company policy)

(Surety Company Name)

By _____
(Signature of Surety official)

WASHINGTON STATE CONSUMER LOAN ANNUAL ASSESSMENT REPORT (AAR), Page 1 of 2

Name of company as licensed in Washington: _____

Main Office Address: _____

WA File Number: _____ Number of locations holding WA licenses during (year): _____

Report Due to DFI: March 1st **Annual Report for Business** conducted through December 31st

A penalty of \$100.00 per day will be assessed if received by DFI after March 1st

Reports must be filed even if you did NO business in Washington State during (year)

ATTACHMENTS: SEND ONE PACKET. A COMPLETE FILING INCLUDES THE FOLLOWING:

- ANNUAL ASSESSMENT REPORT (AAR), EVEN IF NO FEES ARE OWED, SIGNED AND NOTARIZED
- CONSOLIDATED ANNUAL REPORT (CAR), EVEN IF NO FEES ARE OWED, SIGNED AND NOTARIZED
- SUPPORTING LIST(S) OF WASHINGTON LOANS (ONE FOR EACH AAR AND CAR LINE ITEM RESPONSE THAT IS NOT ZERO). THESE LISTS MUST BE IN ELECTRONIC FORMAT USING MICROSOFT EXCEL SOFTWARE
- YEAR-END FINANCIAL STATEMENTS PREPARED ACCORDING TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP); BALANCE SHEET AND INCOME STATEMENT, SEND AUDITED IF AVAILABLE: MUST SEND AUDITED IF LICENSEE IS USING NET WORTH IN LIEU OF SURETY BOND
- PAYMENT CHECK, IF ANY (MAKE CHECK PAYABLE TO THE "WASHINGTON STATE TREASURER")

WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE")		Number of Loans	Dollar Volume
Report All Loans Brokered, Made, And Purchased: Regardless Of Interest Rate Or Lien Position			
MORTGAGE ACTIVITY: ASSESSMENT			
1	Enter the total principal loan balance of WA mortgage loans in the Licensee's portfolio at the prior-year end.		
2a	Enter the total principal loan amount of all WA mortgage loans brokered by the Licensee during (year) .		
2b	Enter the total principal loan amount of all WA mortgage loans the Licensee made during (year) . (Do not include canceled loans that did not fund)		
2c	Enter the total principal loan amount of all WA mortgage loans the Licensee purchased during (year) . Include Table-Funded and Secondary Market transactions.		
2d	Subtotal: Add lines 1 through 2c. Enter this amount on line 5 on the next page.		

NON-MORTGAGE ACTIVITY: ASSESSMENT			
3	Enter the total principal loan balance of WA non-mortgage loans in the Licensee's portfolio at year end.		
4a	Enter the total principal loan amount of all WA non-mortgage loans brokered by the Licensee during (year) . (This is a rare activity in the industry)		
4b	Enter the total principal loan amount of all WA non-mortgage loans the Licensee made during (year) . (Do not include canceled loans)		
4c	Enter the total principal loan amount of all WA non-mortgage loans the Licensee purchased during (year) . Include Table-Funded and Secondary Market transactions.		
4d	Subtotal: Add lines 3 through 4c . Enter this amount on line 6 below.		
ASSESSMENT FEE CALCULATION			Dollar Volume
5	Enter the total dollar volume from 2d here.		
6	Enter the total dollar volume from 4d here.		
7	Adjusted total loan value: Add lines 5 and 6.		
8	Assessment fee: multiply line 7 by .000180271 (round to the nearest cent) enter the result here. Pay this amount. Make checks payable to the "Washington State Treasurer."		

SAMPLE. DO NOT SEND

WASHINGTON STATE CONSUMER LOAN COMPANY CONSOLIDATED ANNUAL REPORT (CAR), Page 1 of 4

Name of company as licensed in Washington: _____

Report Due: March 1st

Assessment for Business conducted through December 31st

A penalty of \$100.00 per day will be assessed if received by DFI after March 1st.

Reports must be filed even if you did NO business in Washington State during (year).

(year) WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE") Report All Loans Brokered, Made, And Purchased: Regardless Of Interest Rate Or Lien Position		Number of Loans	Dollar Volume
MORTGAGE ACTIVITY: INFORMATIONAL			
1a	Enter the total principal loan balance of WA mortgage loans in the Licensee's portfolio at year end December 31st .		
1b	Enter the total principal loan amount of WA mortgage loans sold in (year) with servicing released.		
1c	Enter the total principal loan amount of WA mortgage loans sold in (year) with servicing retained.		
1d	Enter the total principal loan amount for WA mortgage loans you service but have never owned as of December 31st .		
1e	Enter the total principal loan amount of WA mortgage loans that foreclosed during (year) .		
1f	Enter the total principal loan amount of WA mortgage loans in foreclosure on December 31st . (Not already recorded in line item 1e above)		
1g	Enter the total principal loan amount of WA mortgage loans charged against reserve for loan losses as a result of foreclosures during (year) .		
1h	Enter the total principal loan amount of WA mortgage loans contractually delinquent 30 days or more at the end of (year) .		

MORTGAGE ACTIVITY: INFORMATIONAL, CONTINUED		
1i	For any loans that you service, but do not own, enter the following information as of December 31st :	
	Interest Only Adjustable Rate Mortgages (ARMs)	
	Payment Option ARMs	
	Other first lien loans that permit negative amortization	
	Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or "teaser" rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)	
	Extended Term Loan (Extended term loans are any adjustable rate or fixed rate product marketed to subprime borrowers with amortization period longer than the term of the loan, such as to require the payment of a balloon amount at the end of the loan term.)	
	Loans with adjustable rates that will experience rate resets in:	
	1 st Quarter 2008	
	2 nd Quarter 2008	
	3 rd Quarter 2008	
	4 th Quarter 2008	
	1 st Quarter 2009	
	2 nd Quarter 2009	
	3 rd Quarter 2009	
	4 th Quarter 2009	
	1 st Quarter 2010	
	2 nd Quarter 2010	
3 rd Quarter 2010		
4 th Quarter 2010		
1j	Loans in the Licensee's portfolio, enter the following information as of December 31st :	
	Interest Only Adjustable Rate Mortgages (ARMs)	
	Payment Option ARMs	
	Other first lien loans that permit negative amortization	
	Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or "teaser" rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)	

MORTGAGE ACTIVITY: INFORMATIONAL, CONTINUED				
1j	Extended Term Loan (Extended term loans are any adjustable rate or fixed rate product marketed to subprime borrowers with amortization period longer than the term of the loan, such as to require the payment of a balloon amount at the end of the loan term.)			
	Loans with adjustable rates that will experience rate resets in:			
	1 st Quarter 2008			
	2 nd Quarter 2008			
	3 rd Quarter 2008			
	4 th Quarter 2008			
	1 st Quarter 2009			
	2 nd Quarter 2009			
	3 rd Quarter 2009			
	4 th Quarter 2009			
	1 st Quarter 2010			
	2 nd Quarter 2010			
	3 rd Quarter 2010			
	4 th Quarter 2010			
NON-MORTGAGE ACTIVITY: INFORMATIONAL			Number of Loans	Dollar Volume
2a	Enter the total principal loan balance of WA non-mortgage loans in the Licensee's portfolio at year end December 31st .			
2b	Enter the total principal loan amount of WA non-mortgage loans that defaulted during (year) .			
2c	Enter the total principal loan amount of WA non-mortgage loans in default on December 31st . (Not already recorded in line item 2b above)			
2d	Enter the total principal loan amount of WA non-mortgage loans charged against reserve for loan losses as a result of default during (year) .			
2e	Enter the total principal loan amount of WA non-mortgage loans contractually delinquent 30 days or more at end of (year) .			