

## **MONTANA MORTGAGE BROKER BRANCH**

A licensee shall notify the Division within 30 business days of any material change in any document or information submitted during the application process.

The documentation to support these changes is required to be submitted to the agency within 5 business days of submission of your amendment filing through NMLS. The checklist and attachments below, if any, must be emailed or mailed within 5 business days of the electronic submission of your application through the NMLS at the following address.

<u>For U.S. Postal Service:</u> Division of Banking and Financial Institutions Mortgage Licensing P.O. Box 200546 Helena, MT 59620-0546 mortgagelicensing@mt.gov

<u>For Overnight Delivery:</u> Division of Banking and Financial Institutions Mortgage Licensing 301 S. Park Ave, Suite 316 Helena, MT 59601 <u>mortgagelicensing@mt.gov</u>

NMLS Branch Unique ID Number:

Applicant Legal Name:

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MONTANA MORTGAGE BROKER BRANCH
	N/A		<b>Branch Manager:</b> A designated branch manager must be designated for each office. A designated 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. The designated manager must have three years of experience and be a Montana licensed mortgage loan originator. Provide the NMLS unique ID number for the branch designated manager.
	N/A		<b>Disclosure Questions:</b> Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.

**WHO TO CONTACT** – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to <u>mortgagelicensing@mt.gov</u> for additional assistance.

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