



Company New Application Checklist Agency Requirements



OHIO MORTGAGE BROKER ACT CERTIFICATE OF REGISTRATION

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location or individual; refer to the appropriate new application checklists.

Refer to the Ohio Mortgage Broker Act (OMBA) at <http://codes.ohio.gov/orc/1322> and the administrative rules implementing the OMBA at <http://codes.ohio.gov/oac/1301%3A8-7> for the Ohio specific language and requirements. Refer to the Division's web site at <http://www.com.state.oh.us/fiin/CFAbout.aspx> for additional information and links. **PLEASE KEEP IN MIND THAT THIS CHECKLIST IS NOT A SUBSTITUTE FOR REVIEWING THE APPLICABLE STATUTE AND RULES.**

Total registration costs: \$600 including the NMLS processing fee; all fees collected through the NMLS are nonrefundable.

A mortgage broker must have a physical, registered location in Ohio at which business is conducted with the public. See Revised Code 1322.02. The company must provide evidence that the company owns each location by providing a copy of a deed, OR that the company has duly leased a location by providing a copy of a lease or sublease. If a residence is to be an approved location, the company will also need to demonstrate that a business can be conducted at that location, i.e., that there are no deed restrictions and the location is properly zoned.

Mortgage brokers cannot engage in "net branching" in Ohio. See Ohio Administrative Code 1301:8-7-02 for a definition of "net branching".

Use the checklist below to complete the requirements for the Ohio Division of Financial Institutions Consumer Finance Section (Division).

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS. For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form.

Agency specific requirements marked **Attached** on the checklist below must be received within 5 business days of the electronic submission of your application through the NMLS at the following:

Ohio Division of Financial Institutions

Consumer Finance
 77 South High Street, 21st Floor
 Columbus, Ohio 43215
 Telephone: 614.728.8400
 Webdfi-cf@com.state.oh.us

NMLS Company Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OHIO MORTGAGE BROKER ACT CERTIFICATE OF REGISTRATION
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Qualifying Individual: Operations Manager. Each mortgage broker must designate an “operations manager” (OM) who must be a licensed loan originator in Ohio, be listed as a qualifying individual on Form MU1 and provide evidence of three years industry experience.
<input type="checkbox"/>	N/A	N/A	Bank Account (Special Account): Provide the name of the financial institution where the special account is located. The account is to be used solely for any bona fide third party fees the mortgage broker receives. The account cannot be an interest bearing account.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	Financial Statements: Upload an audited or attested financial statement, 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.
<input type="checkbox"/>	N/A	N/A	Surety Bond. Upload an original surety bond furnished by a surety company authorized to conduct business in Ohio. The name of the principal insured on the bond must match exactly the Full Legal Name of the applicant. Use the surety bond form found below. See Revised Code 1322.05, http://codes.ohio.gov/orc/1322.05 . Click to download form.
<input type="checkbox"/>	N/A	N/A	Who Must Submit an Individual Form (MU2) and FBI Criminal History Background Report. Each FIVE PER CENT or more owner, officer, sole proprietor and control person must submit an MU2 and fingerprints for purposes of the compilation of an FBI criminal history background report. Please contact the Division to obtain information regarding this requirement.
N/A	<input type="checkbox"/>	N/A	Interest in Appraisal Companies. Provide a written statement regarding whether any owner or member of an owner’s immediate family has an ownership interest in an appraisal company. See Revised Code 1322.074.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Record Retention. Prior to retaining records in electronic format, the mortgage broker must seek prior approval from the Division by completing the “Electronic Records Attestation” found below. Upon receipt and satisfactory review of the executed attestation, the Division will issue the mortgage broker written approval. Click to download form.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OHIO MORTGAGE BROKER ACT CERTIFICATE OF REGISTRATION
N/A	<input type="checkbox"/>	N/A	Ohio Attestation. Download, execute, and submit the attached form. Click to download form.

The Division will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the Division, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instructions.

WHO TO CONTACT – Please contact a Licensing staff member by calling 614.644-6484 or send an email to webdfi-cf@com.state.oh.us .

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