

## Real Estate Corporation MLO License Endorsement Checklist

The NMLS record must match the information on file with the California Department of Real Estate (DRE). It is strongly recommended that a copy of the DRE public license printout is obtained while undergoing this process. Click on the link to obtain a DRE public license printout:  
<http://www2.dre.ca.gov/PublicASP/pplinfo.asp>.

**ALERT! DO NOT** select more than one license type per Company (MU1) form or Individual (MU4) form. If you select more than one license type, you **will** incur additional fees that will **NOT BE REFUNDED!**

### Instructions

1. The designated broker/officer must electronically submit the Company (MU1) form (on behalf of the corporation) and the Individual (MU4) form through NMLS. The MU1 should list the corporation name as the company name as shown on DRE records.
2. The designated broker/officer must have an approved Individual MLO endorsement before the corporation MLO license endorsement will be approved.
3. The designated broker/officer must list on the Company (MU1) form each additional licensed officer and any control person(s) for the corporation.
4. Each additional licensed broker/officer must complete and submit an Individual (MU4) form, but should NOT create another Company (MU1) form for the corporation, if they will be conducting mortgage loan activities. If additional licensed broker/officers will not be conducting mortgage loan activities, they need only submit an Individual (MU2) form through NMLS. There is no fee to submit the MU2.
5. Control persons, such as non-licensed officers or stockholders owning 10% or more of corporate stock, who are not licensed with DRE need only to submit an Individual (MU2) form through NMLS, but do not need to create an Individual (MU4) form. There is no fee to submit the MU2.
6. If MLO licensed activities are going to be performed at a branch office, the corporation must have a DRE branch office license on file with the Department and submit a Branch (MU3) form through NMLS which must be approved prior to conducting MLO activities.
7. All licensed brokers, officers, and salespeople of a licensed corporation who intend to perform MLO activities on behalf of the corporation, will need the designated broker/officer of the corporation to create a relationship and submit a sponsorship request on behalf of the corporation.
8. Real estate corporations who affiliate salespersons with their license need to first have the salespersons properly affiliated with them on DRE records. Also, each salesperson who intends to perform MLO activities must file the Individual (MU4) form to obtain a MLO license endorsement. After the MU4 is filed, the designated broker/officer of the corporation will need to create a relationship and a sponsorship on behalf of the corporation before mortgage loan activities can be conducted by the salespersons.

9. Broker-associates who intend to perform MLO activities under the affiliation of a corporation under a broker-salesperson agreement must be separately authorized to conduct those activities by submitting the Individual (MU4) form through NMLS. After the MU4 is filed, a sponsorship request will need to be submitted by the designated broker/officer of the corporation on behalf of the corporation.
10. The designated broker/officer must be listed as the “Qualifying Individual” on the Company (MU1) form. The Qualifying Individual’s business address must match the address listed as the “Main Address” on the MU1 and the main office address as filed with DRE.
11. The Resident/Registered Agent section of the Company (MU1) form should be completed with the information as on file with California Secretary of State.
12. If the corporation uses DBA(s) for mortgage loan origination activities, the DBA(s) must be listed on the corporation real estate license and must be listed in the “Other Trade Names” section on the Company (MU1) form.
13. The designated broker/officer must be the individual attesting to the Company (MU1) form.
14. A license endorsement that is issued before October 31<sup>st</sup>, will be valid through December 31<sup>st</sup> of the same year, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1<sup>st</sup> will be valid through December 31<sup>st</sup> of the following year.
15. Fees are collected through NMLS and are **NOT REFUNDABLE**. For further information regarding fees, refer to the [Real Estate MLO License Endorsement Fee Summary](#).

#### Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the DRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.