



New Application Checklist Jurisdiction-Specific Requirements

INDIANA FIRST LIEN MORTGAGE LENDING LICENSE

Instructions

1. Applicants for a First Lien Mortgage Lending License are required to pay a non-refundable application fee of \$1,000, plus the fee charged by NMLS for application processing.
2. Each applicant must designate a person or persons to serve as the Qualified Person (“qualifier”) in charge of first lien mortgage lending. Such person must have two years verifiable experience in the business of making or underwriting of residential mortgage loans or similar lending and credit evaluation experience and be actively engaged in the operations of the lender. This person must be designated and entered in the Qualifying Individual field in Form MU1. A Form MU2 must be completed for the qualifier.
3. Applicants must list the names of each person directly or indirectly owning of record or owning beneficially at least ten percent (10%) of the outstanding shares of any class of equity security of the applicant, or who possesses the power to direct or cause the direction of the management and policies of the applicant. Form MU2 must be completed for each control person and executive officer.
4. All fees collected through the NMLS ARE NOT REFUNDABLE.
5. Jurisdiction-specific requirements as identified on the checklist below must be received by the Indiana Department of Financial Institutions along 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:

*Indiana Department of Financial Institutions
Consumer Credit Division
30 South Meridian Street, Suite 300
Indianapolis, IN 46204*

For Overnight Delivery:

*Indiana Department of Financial Institutions
Consumer Credit Division
30 South Meridian Street, Suite 300
Indianapolis, IN 46204*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| ATTACHED/ ANSWERED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | FINANCIAL RESPONSIBILITY: The applicant must provide a current CPA prepared review or audit level financial statement, or the most recent 10K filing with the Securities and Exchange Commission, verifying a net worth of at least \$100,000 and liquid assets of at least \$50,000. Liquid assets include cash or its equivalent (any assets that are readily convertible to cash without significant loss, such as treasury bills, short term marketable securities, demand deposits, and time deposits nearing maturity. Other assets that are to be considered liquid must be identified by a footnote in the CPA report as to how the liquidity was determined.) |
| <input type="checkbox"/> | <input type="checkbox"/> | SURETY BOND: Provide an original first lien mortgage lending bond and power of attorney in the amount of \$100,000 furnished by a surety company authorized to conduct business in Indiana. The name of the principal insured on the bond must match exactly the full legal name of applicant as authorized by the Indiana Secretary of State. Use the surety bond form for first lien mortgage lending found @ (DFI Web page) ., |
| <input type="checkbox"/> | <input type="checkbox"/> | SECRETARY OF STATE DOCUMENTATION: A Certificate of Authority or a Certificate of Good Standing from the state where applicant is domiciled must be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the applicant was organized or formed outside of Indiana, submit proof of authorization to do business in this state from the Indiana Secretary of State. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>CRIMINAL BACKGROUND CHECK: Each owner (sole proprietorship), partner (partnership), member (LLC), or officer (corporation), as well as the manager for an Indiana location, must provide fingerprints to the Department for a nationwide criminal background check from the FBI.</p> <p>Indicate the number of fingerprint cards you need and the Department will send them to you.</p> <p>After the individuals are fingerprinted, make sure their name, address, and date of birth are attached to the fingerprint cards and return all information to the Department.</p> <p>Also, attach payment of \$50 for each set of fingerprints, with the check or money order payable to the Indiana Department of Financial Institutions.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>GENERAL INFORMATION:</p> <ol style="list-style-type: none"> How many fingerprint cards do you need? Attach a copy of your Indiana business plan including information on any other types of activities you will be engaged in. Applicant must provide a letter of good standing, or equivalent, from their home state lender regulator, other than Indiana, where they are currently making loans. Do you agree to keep a separate set of books and records to be used only for the lending business? Yes No . Do you plan to sell insurance to borrowers? Yes No If Yes, describe type/s of insurance. |

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>6. Do you plan to purchase retail installment sales contracts? Yes No</p> <p>7. Attach a detailed explanation of the following:</p> <p>How loans will be made?</p> <p>When will applicant be brokering loans versus closing in name of applicant as "creditor"?</p> <p>8. Review IC 24-9 effective January 1, 2005 regarding mortgage predatory lending and IC 24-4.4 effective January 1, 2009. Also review the subprime statement and nontraditional mortgage loan guidance adopted by the Department (posted on DFI website). Explain how you will conform to these documents.</p> <p>Are you going to make only first lien mortgage loans? Yes No</p> <p>Will you retain servicing on the loans? Yes No If No, who will be servicing?</p> <p>Who will Indiana loans be sold or assigned to? Give full details.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |

WHO TO CONTACT – Contact [Indiana Department of Financial Institutions](http://www.in.gov/dfi) licensing staff by phone at [317-232-3955](tel:317-232-3955) or send your questions via e-mail to mtarpey@dfi.in.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