



Annual Conference and Training

Branch Filing Summary of Changes

Enhancements to NMLS in Release 2012.2 incorporates changes to filing forms and the expansion of the system to accommodate the management of additional non-depository license types. The purpose of the updated forms is to provide better information to state regulators and make improvements in the use of NMLS to support these changes.

The MU3 is used by companies or sole proprietorships to create a branch license/registration, withdraw a branch application, surrender/cancel a branch license, and/or update administrative information regarding that branch location. Companies can also add or remove a branch managers associated with a branch office. Companies must have a Company (MU1) on file in order to submit a Branch (MU3).

The major changes to the Branch (MU3) are new licensure of additional industries for State Agency-regulated branches, Business Activities performed at the branch, Branch Managers (a branch may have more than one branch manager), Document Uploads, and the removal of Jurisdiction Participation section.

Branch Filing (s)

The Branch Filing screen previously know as Pending Filing, allows the user to create a new request for a branch, or amend or edit an existing branch record.

From this screen, the user can also view the latest filing submitted by their company. (Note the Available Actions are magnified.)

1. Click Create New Filing to proceed to Branch Search to create a filing.

Available Actions	Filing ID	Created Date	Created By	Branch ID	Full Address	Status
	2411163	1/19/2012 12:33:47 PM	IdonisP	829253	12 North Street Lexington, AZ 22222	Unsubmitted

Branch Search

A search must be performed to avoid duplicate branches in the system. The system will allow for multiple branch offices to have the same address.

2. Enter search criteria and click Search.

The screenshot shows a web application interface for 'View - Branch Search'. On the left is a sidebar with 'You are currently: State' and a 'Find Branch' button. The main area contains search criteria fields: 'Branch ID', 'License Number', 'Other Trade Name' (with radio buttons for 'Starts With', 'Contains', and 'Soundex'), 'Company ID', 'Company Name' (with the same radio buttons), 'City', 'State' (a dropdown menu), and 'Country' (a dropdown menu). Below these fields is a detailed explanation of the search options. At the bottom are 'Search', 'Cancel', and 'Clear' buttons.

To find existing branch records, use **one** of the following search options: unique NMLS Branch ID number, License Number, Branch Other Trade Name, unique NMLS Company ID number, or Company Name.

Branch ID:
License Number:
Other Trade Name: ☒ Starts With ☐ Contains ☐ Soundex
Company ID:
Company Name: ☒ Starts With ☐ Contains ☐ Soundex
City: ☐ Search by Soundex
State:
Country:

A **Branch ID** search will return the branch record that is an exact match to the NMLS ID number search criteria entered.
A **License Number** search will return all branch records with a license number that contains the search criteria entered.
A **Company ID** search will return all branch records associated with the company that is an exact match to the NMLS ID number search criteria entered.
A **Branch Other Trade Name** search will return all branch records with a current other trade name that starts with the search criteria entered.
A **Company Name** search will return all branch records associated with any company whose name starts with the search criteria entered.
City, State and/or Country may be provided to narrow the search results when searching by Company ID and/or Company Name.
The "Contains" option can be selected for Branch Other Trade Name or Company Name to search for names that contain the text provided.
The "Search by Soundex" option can be selected for Branch Other Trade Name, Company Name or City to obtain search results including similar company names or cities with different spellings (e.g. Glendale vs. Glen Dale).

Search Cancel Clear

3. Click Create Branch.

The screenshot shows the 'Branch Search Results' page. The sidebar on the left is the same as in the previous image, but the 'Find Branch' button is now 'Branch Filing(s)'. The main area has a message: 'There are no branches that meet your search criteria.' Below this message are 'Create Branch', 'New Search', and 'Cancel' buttons.

Branch Search Results

There are no branches that meet your search criteria.

Create Branch New Search Cancel

Create a Branch (MU3) Filing

There are no changes to this screen.

4. Enter the address and phone number for the new branch to create the Branch (MU3) Filing.

The screenshot shows a web application interface for creating a new MU3 filing. On the left is a sidebar with a navigation menu. The main content area is titled 'Create an MU3 Filing'. Below the title, there is a text prompt: 'Provide the physical address for the branch you wish to create a record for and then click Create.' The form contains several input fields: 'Street Address 1' (with '555 Main Street' entered), 'Street Address 2', 'City' (with 'Rockville' entered), 'State' (a dropdown menu with 'Maryland' selected), 'Country' (a dropdown menu with 'United States' selected), 'Postal Code' (with '20850' entered), and 'Phone' (with '301-555-5555' entered). At the bottom right of the form are two buttons: 'Create' and 'Cancel'.

Business Activities

The Business Activities landing page introduces new navigation that allows the user to:

- Add Activity (navigate to new Business Activities section)
- Add State (navigate to Business Activity Wizard state section)
- Manage License (navigate to Request/Transition License(s) section)
- Amend Activities (navigate to License/Registration Information)

First-time filers must select Add Activity and provide information regarding the branch's business activities before other options on the Branch (MU3) are available.

5. Click Add Activity.

The screenshot shows the 'Business Activities' page in the same web application. The sidebar navigation menu is updated, with 'Business Activities' highlighted. The main content area has a title 'Business Activities'. Below the title, there is a notification banner: 'The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.' To the right of the banner is a box showing 'Total Charges: \$1,882.90'. Below the banner, there is a paragraph of text: 'Information regarding all business activities conducted by the branch, including any activity associated with a new license/registration request, must be identified in this section. This may include business activity for which the branch is not specifically seeking licensing authority in NMLS. FIRST-TIME FILERS must select Add Activity and provide information regarding the branch's business activities before other options will be available.' Below this text is a table with two columns: 'AVAILABLE ACTIONS' and 'FUNCTION'. The table lists five actions: 'Add Activity', 'Add State', 'Request License', 'Remove License', and 'Continue with Filing', each with a corresponding function description. Below the table, there is a section titled 'Perform an action from the list below:' with three radio button options: 'Add or remove states associated to the corresponding business activity.', 'Remove the corresponding business activity and associated states from the filing.', and 'State View a list of business activities for the selected state.' At the bottom, there is a line of text: 'Below is a list of all business activities that already have been identified for this branch.'

This is a new Business Activity Wizard to capture all activities for the branch including additional industries.

6. Select a Business Activity.

The screenshot shows the 'Business Activity Wizard' interface. On the left is a sidebar with a 'You are currently:' dropdown set to 'State' and a list of navigation options: Business Activities (highlighted), Request License, License/Registration Information, Identifying Information, Other Trade Names, Branch Managers, Web Addresses, Books and Records Information, Operation Information, Expense Information, Document Uploads, MU2 Forms, and Completeness Check and Submit. The main content area has a title bar for 'The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.' and a 'Total Charges: \$0.00' label. Below this is a paragraph of instructions and a 'Copy' button. The 'Business Activities from the most recent MU1' section contains four columns of checkboxes: Mortgage (with 'First Mortgage Lending' checked), Consumer Finance (with 'Consumer Loan Brokers' checked), Debt-Related Industries (with 'First Party Collection' checked), and Money Services Business (with 'Currency Dealer or exchanger' checked). At the bottom are 'Next' and 'Cancel' buttons.

7. Select a State. Note the *Jurisdiction Participation* section has been removed from NMLS.

The screenshot shows the 'Business Activity Wizard' interface for state selection. The sidebar is identical to the previous screen. The main content area has the same title bar and 'Total Charges: \$0.00' label. The instructions paragraph is followed by a 'select all | deselect all' link. Below is a grid of checkboxes for 50 US states and territories. 'Maryland' and 'Rhode Island' are checked. At the bottom are 'Previous', 'Next', and 'Cancel' buttons.

☐ Alabama	☐ Illinois	☐ Nebraska	☐ South Carolina
☐ Alaska	☐ Indiana	☐ Nevada	☐ South Dakota
☐ Arizona	☐ Iowa	☒ New Hampshire	☐ Tennessee
☐ Arkansas	☐ Kansas	☐ New Jersey	☐ Texas
☐ California	☐ Kentucky	☐ New Mexico	☐ US Virgin Islands
☐ Colorado	☐ Louisiana	☐ New York	☐ Utah
☐ Connecticut	☐ Maine	☐ North Carolina	☒ Vermont
☐ Delaware	☒ Maryland	☐ North Dakota	☒ Virginia
☐ District of Columbia	☐ Massachusetts	☐ Ohio	☐ Washington
☐ Florida	☐ Michigan	☐ Oklahoma	☐ West Virginia
☐ Georgia	☐ Minnesota	☐ Oregon	☐ Wisconsin
☐ Guam	☐ Mississippi	☐ Pennsylvania	☐ Wyoming
☐ Hawaii	☐ Missouri	☐ Puerto Rico	
☐ Idaho	☐ Montana	☒ Rhode Island	

8. Confirm the states selected for the Business Activity and Industry Type or remove a state from the Business Activity, then click Next.

You are currently: ★ State

Business Activities

- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers
- Web Addresses
- Books and Records Information
- Operation Information
- Expense Information
- Document Uploads
- MU2 Forms
- Completeness Check and Submit

Business Activity Wizard

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.

Total Charges: \$0.00

NMLS has associated your recently added business activities and states below. If you do not conduct all business activities listed in all of the selected states, you may de-select states from the corresponding business activities on this page. Once the business activities and associated states below reflect the additions you want to make to your filing, click **Next**.

Click **Previous** to return to the state screen if you selected a state in error or **Cancel** to discard your previous selections and return to the Business Activities page.

Business Activity	Industry	State(s)
Consumer Loan Brokers	Consumer Finance	☒ Maryland ☒ Rhode Island ☒ Vermont ☒ Virginia
First Party Collection	Debt-Related Industries	☒ Maryland ☒ Rhode Island ☒ Vermont ☒ Virginia
Currency Dealer or exchanger	Money Services Business	☒ Maryland ☒ Rhode Island ☒ Vermont ☒ Virginia
First Mortgage Lending	Mortgage	☒ Maryland ☒ Rhode Island ☒ Vermont ☒ Virginia

[Previous](#) [Next](#) [Cancel](#)

You are currently: ★ State

Business Activities

- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers
- Web Addresses
- Books and Records Information
- Operation Information
- Expense Information
- Document Uploads
- MU2 Forms
- Completeness Check and Submit

Business Activity Wizard

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.

Total Charges: \$0.00

Below is a summary of business activities and associated states you have identified through the Business Activity Wizard.

Business Activity	Industry	State(s)
Consumer Loan Brokers	Consumer Finance	Maryland, Rhode Island, Vermont
First Party Collection	Debt-Related Industries	Maryland, Rhode Island, Vermont, Virginia
Currency Dealer or exchanger	Money Services Business	Maryland, Rhode Island, Vermont, Virginia
First Mortgage Lending	Mortgage	Maryland, Rhode Island, Vermont

If this summary is correct, click **Save & Request License** to select licenses/registrations with this filing or click **Save & Continue with Filing** to navigate to the Identifying Information page to complete and/or amend information on your record before submitting to your state regulators.

If this summary is not correct, click **Previous** to return to the preceding pages and make the appropriate changes.

[Previous](#) [Save & Request License](#) [Save & Continue with Filing](#) [Cancel](#)

Click **Save & Request License** which navigates to Request License

OR

Save & Continue with Filing navigates to Identifying Information.

Request/Transition License(s)

- Select the licenses for request or transition. If a license is transitioning (already have this license and now requesting via NMLS), then enter License Number into the field. If this is a new license request, select the license and click on Next.

You are currently: State

Request/Transition License(s)

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP. Total Charges: \$0.00

Below are branch licenses/registrations available for request or transition based on the business activities and states identified in the Business Activities section. If your branch currently holds any of the licenses/registrations being requested and is transitioning the license(s)/registration(s) onto NMLS, enter the license or registration number(s), exactly as provided to you by your regulator, in the space provided. FAILURE TO DO SO MAY RESULT IN YOUR COMPANY BEING CHARGED NEW APPLICATION FEES.

*If you do not see the license/registration you are seeking to transition or apply for below, confirm the license/registration is being managed by your regulator in NMLS and there is not a license/transition request for the license/registration pending with this filing. In addition, you may return to the Business Activities section and make the appropriate adjustments so the section reflects **all** business activities conducted by your branch by state.*

Please select the license(s) and/or registration(s) you wish to transition or new license/registration application(s) you wish to submit and click **Next**.

[Expand all](#) | [Collapse all](#)

Rhode Island	License Number
☒ Check Casher (Check Casher Branch Certificate)	
☒ Lender Branch Certificate	
☒ Loan Broker Branch Certificate	
☒ Small Loan Lender (Small Loan Lender Branch)	

Virginia	License Number
☒ Branch License	

Vermont	License Number
☐ Commercial Lender License (Branch)	

- Confirm license(s) selected, then click Save & Continue with Filing.

You are currently: State

Request/Transition License(s)

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP. Total Charges: \$0.00

i It is important that you consult the state licensing requirements for each license in order to determine your company qualifies and you are identifying the correct license for the activity your company wishes to conduct in each state. Select the state from the following list to view the requirements:

- [Rhode Island](#)
- [Virginia](#)
- [Vermont](#)

Below is a list of licenses/registrations you selected to request or transition.

- Rhode Island - Check Casher (Check Casher Branch Certificate)
- Rhode Island - Lender Branch Certificate
- Rhode Island - Loan Broker Branch Certificate
- Rhode Island - Small Loan Lender (Small Loan Lender Branch)
- Virginia - Branch License
- Vermont - Commercial Lender License (Branch)
- Vermont - Commercial Lender License (Branch) Other Trade Name #1
- Vermont - Commercial Lender License (Branch) Other Trade Name #2
- Vermont - Commercial Lender License (Branch) Other Trade Name #3
- Vermont - Lender License
- Vermont - Lender License - Other Trade Name #1
- Vermont - Lender License - Other Trade Name #2
- Vermont - Loan Servicer License (Branch)
- Vermont - Loan Servicer License (Branch) Other Trade Name #1
- Vermont - Loan Servicer License (Branch) Other Trade Name #2
- Vermont - Loan Servicer License (Branch) Other Trade Name #3
- Vermont - Mortgage Broker License

If correct, click **Save & Continue with Filing** to continue with the filing. You will be taken to the Identifying Information page and can complete and/or amend information about your record before submitting to your state regulators.

If the information is not correct, click **Previous**

[Previous](#) [Save & Continue with Filing](#) [Cancel](#)

Identifying Information

11. Complete all the required fields. (Note the new section is magnified.)

You are currently: **State**

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads
MU2 Forms
Completeness and Submit

Identifying Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP. Total Charges: \$1,894.50

Main address (Do not use a PO Box):

Number & Street: 555 Main Street

City: Rockville

State: Maryland

Mailing address:

Copy Main Address

PO Box or Number & Street: 555 Main Street

City: Rockville

State: Maryland

Country / Province: United States

Postal Code: 20850

Fax Line: 999-999-9999

Email Address:

Save

Other Trade Names

12. If required, add Other Trade Names. (Note the new section is magnified.)

You are currently: **State**

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads

Other Trade Names

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP. Total Charges: \$1,894.50

Below are the other trade names currently identified with this branch. All other trade names used at this branch location (i.e. trade name, fictitious name, or "doing business as") must be identified below. Click Add to identify additional other trade names.

Review jurisdiction specific requirements for rules and restrictions identified below must also be inputted on the company record (Firm Name, etc.).

No Record found.

Add

Other Trade Names

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Name:

Industry Type(s):

☐ Mortgage ☐ Debt-Related Industries

☐ Consumer Finance ☐ Money Services Business

State(s):

☐ Alabama ☐ Illinois ☐ Nebraska ☐ South Carolina

[select all](#) [deselect all](#) ☐ Alaska ☐ Indiana ☐ Nevada ☐ South Dakota

☐ Arizona ☐ Iowa ☐ New Hampshire ☐ Tennessee

☐ Colorado ☐ Louisiana ☐ New York ☐ Utah

☐ Connecticut ☐ Maine ☐ North Carolina ☐ Vermont

☐ Delaware ☐ Maryland ☐ North Dakota ☐ Virginia

☐ District of Columbia ☐ Massachusetts ☐ Ohio ☐ Washington

☐ Florida ☐ Michigan ☐ Oklahoma ☐ West Virginia

☐ Georgia ☐ Minnesota ☐ Oregon ☐ Wisconsin

☐ Guam ☐ Mississippi ☐ Pennsylvania ☐ Wyoming

☐ Hawaii ☐ Missouri ☐ Puerto Rico

☐ Idaho ☐ Montana ☐ Rhode Island

Save Cancel

Branch Managers

Users will now have the capability to provide multiple branch managers per Branch where each branch manager can be associated to one or more Industries. NMLS will NOT allow multiple branch managers associated to the same Industry.

13. Add a branch manager or multiple branch managers.

You are currently: ★ State

- Business Activities
- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers**
- Web Addresses
- Books and Records Information
- Operation Information
- Expense Information
- Document Uploads
- MU2 Forms
- Completeness Check and Submit

Branch Managers

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below is the branch manager identified with this branch.

No Record found.

Each branch must have one manager with a completed Form MU2. To add a branch manager, search the NMLS to determine if the person already has a record in the NMLS. If not, you will need to create a new record for the individual. Click the **Add** button to perform the search.

To change a branch manager, you must first delete the current branch manager and then click the **Add** button to search for a new Individual.

Add

Branch Managers - Individual Search

To find existing individual records, use **one** of the following search options: unique NMLS Individual ID number, License Number, or Name.

Individual ID:

License Number:

First Name:

☐ Search by Soundex

Last Name:

☐ Search by Soundex

An **Individual ID** search will return the individual record that is an *exact match* to the search criteria entered.
A **License Number** search will return all individual records with a license number that *contains* the search criteria entered.
A **Name** search (Last Name required), by default, will return all individual records with a name that *starts with* the search criteria entered. You may also select the "Search by Soundex" option for First and/or Last Name to broaden the search to find like names with different spellings (ie. John Smith vs. Jon Smith).

Search **Cancel** **Clear**

Branch Managers - Individual Search Results

Full Name	Matched Name	Year of Birth	License(s) Sponsored By
Heidi M Montag (847418)	Heidi M Montag	1988	

Create Individual **New Search** **Cancel**

***DRAFT - This material is subject to change for the final release. ***

Branch Managers

14. Select the Industry Types.

Branch Manager

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

A record has been established for this branch manager. The branch manager's individual record (Form MU2) must be completed prior to submission of the branch record to a regulatory agency for licensing or registration.

Entity ID: 847418
Name: Montag, Heidi M

Industry Type(s):
☒ Mortgage ☐ Debt-Related Industries
☒ Consumer Finance ☐ Money Services Business

Save Cancel

Branch Managers

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below is the branch manager identified with this branch.

Entity ID	Name	Industry Type(s)
847418	Montag, Heidi M	Mortgage, Consumer Finance

Each branch must have one manager with a completed Form MU2. To add a branch manager, search the NMLS to determine if the person already has a record in the NMLS. If not, you will need to create a new record for the individual. Click the **Add** button to perform the search.

To change a branch manager, you must first delete the current branch manager and then click the **Add** button to search for a new Individual.

Add

Branch Manager

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

A record has been established for this branch manager. The branch manager's individual record (Form MU2) must be completed prior to submission of the branch record to a regulatory agency for licensing or registration.

Entity ID: 847419
Name: Colletti, Stephen J

Industry Type(s):
☐ Mortgage ☒ Debt-Related Industries
☐ Consumer Finance ☒ Money Services Business

Save Cancel

Branch Managers

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below is the branch manager identified with this branch.

Entity ID	Name	Industry Type(s)
847419	Colletti, Stephen J	Debt-Related Industries, Money Services Business
847418	Montag, Heidi M	Mortgage, Consumer Finance

Each branch must have one manager with a completed Form MU2. To add a branch manager, search the NMLS to determine if the person already has a record in the NMLS. If not, you will need to create a new record for the individual. Click the **Add** button to perform the search.

To change a branch manager, you must first delete the current branch manager and then click the **Add** button to search for a new Individual.

Add

Web Addresses

15. Add a Web Address if applicable. (Note the new question is magnified.)

You are currently: ★ State

- Business Activities
- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers
- Web Addresses**
- Books and Records Information

Web Addresses

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below are the website address(es) used by this branch to solicit borrowers.

No Record found.

Add

Web Addresses

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Website Address:

Is your company accepting applications or transacting business through this website? ☐ Yes ☒ No

Save Cancel

Books and Records

Industry Types were also added to the Books and Records Information.

16. Add Books and Records.

You are currently:

State

Business Activities

Request License

License/Registration Information

Identifying Information

Other Trade Names

Branch Managers

Web Addresses

Books and Records Information

Operation Information

Expense Information

Document Uploads

Books and Records Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below are the record custodians identified for this branch.

No Record found.

NOTE: All record custodians serving the branch must be identified.

Add

Books and Records Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Identify the jurisdictions that this record custodian maintains for this branch. If multiple custodians maintain records for this branch use the **Comments** field to indicate the types of records each custodian maintains.

Company: Intech

First Name: Bill

Last Name: Lumburgh

Business Address: 123 Main Street

(Do not provide P.O. Box)

City: Rockville

State: Maryland

Country / Province: United States

Postal Code: 20850

Business Phone: 444-444-4444

999-999-9999

Fax Line: 999-999-9999

Email Address: intech@yahoo.com

Industry Type(s):
☒ Mortgage
☒ Debt-Related Industries
☒ Consumer Finance
☒ Money Services Business

State(s):
☐ Alabama
☐ Alaska
☐ Arizona
☐ Arkansas
☐ California
☐ Colorado
☐ Connecticut
☐ Delaware
☐ District of Columbia
☐ Florida
☐ Georgia
☐ Guam
☐ Hawaii
☐ Idaho
☐ Illinois
☐ Indiana
☐ Iowa
☐ Kansas
☐ Kentucky
☐ Louisiana
☐ Maine
☒ Maryland
☐ Massachusetts
☐ Michigan
☐ Minnesota
☐ Mississippi
☐ Missouri
☐ Montana
☐ Nebraska
☐ Nevada
☐ New Hampshire
☐ New Jersey
☐ New Mexico
☐ New York
☐ North Carolina
☐ North Dakota
☐ Ohio
☐ Oklahoma
☐ Oregon
☐ Pennsylvania
☐ Puerto Rico
☐ Rhode Island
☐ South Carolina
☐ South Dakota
☐ Tennessee
☐ Texas
☐ US Virgin Islands
☐ Utah
☒ Vermont
☒ Virginia
☐ Washington
☐ West Virginia
☐ Wisconsin
☐ Wyoming

Comments:

(Please limit your text entry to 512 characters.)

Save Delete Cancel

Books and Records Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Below are the record custodians identified for this branch.

Name	Company	Business Phone	Industry Type(s)	State(s)
Lumburgh, Bill	Intech	444-444-4444	Mortgage, Consumer Finance, Debt-Related Industries, Money Services Business	Maryland, Vermont, Virginia

NOTE: All record custodians serving the branch must be identified.

Add

***DRAFT - This material is subject to change for the final release. ***

Operation Information

There are no major changes to Operation Information.

17. Answer Operation Information questions.

You are currently: ★ State

- Business Activities
- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers
- Web Addresses
- Books and Records Information
- Operation Information**
- Expense Information
- Document Uploads
- MU2 Forms

Operation Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.

Total Charges: \$1,894.50

Will this branch office and/or individuals at this branch office operate pursuant to a written agreement or contract with the main office? ☒ Yes ☐ No

Will this branch office have sole responsibility for decisions relating to individuals participating in financial-related services with respect to employment? ☐ Yes ☒ No

Will this branch office have sole responsibility for decisions relating to individuals participating in financial-related services with respect to compensation? ☐ Yes ☒ No

Other than the entity, does anyone have responsibility for the expenses or have a financial ownership/liability interest in the activities of this branch? ☐ Yes ☒ No

[Save](#)

Expense Information

There are no changes to Expense Information

18. Add Expense Information if applicable.

You are currently: ★ State

- Business Activities
- Request License
- License/Registration Information
- Identifying Information
- Other Trade Names
- Branch Managers
- Web Addresses
- Books and Records Information
- Operation Information
- Expense Information**
- Document Uploads
- MU2 Forms

Expense Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.

Total Charges: \$1,894.50

Below are all parties, other than the entity, which are responsible for the expenses or have a financial interest in the activities of this branch.

No Record found.

If there are no other parties, please leave blank. Additional parties may be identified by clicking [Add](#).

[Add](#)

Expense Information

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by ldonisP.

Total Charges: \$1,894.50

Provide the following contact information about the party responsible for expenses or with a financial interest. Indicate whether or not the party maintains a mortgage license. In the **Explanation** provide the relevant details to the party's responsibility on expenses or financial interest. If no party other than the company are responsible for expenses of this branch, leave blank.

Full Legal Name:

Business Address:

City:

State:

Country / Province:

Postal Code:

Business Phone: 999-999-9999/9999

Separately Licensed? ☐ Yes ☒ No

Explanation:

[Save](#) [Cancel](#)

Document Uploads

Document Uploads is a new feature which allows state-licensed companies and branches to provide specific types of documents to regulators via a Document Upload.

The Branch document Types are:

- Branch Written Agreement
- Surety Bond

19. Upload a document.

You are currently: ★ State

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records

Document Uploads

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

Add

Add Document Uploads

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

File : C:\Documents and Settings\bradley\My D Browse...

Document Type : Surety Bond

State:

Comment: Rockville Surety Bond

Document Uploads

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Total Charges: \$1,894.50

[Expand all](#) | [Collapse all](#)

Branch Written Agreement

File Name	State	Upload Date	Comment
 Blank Page.pdf	N/A	1/25/2012 12:25:05 PM	Rockville Branch Agr

Surety Bond

File Name	State	Upload Date	Comment
 Blank Page.pdf	N/A	1/25/2012 12:25:58 PM	2nd Bond
 Surety Bond.pdf	N/A	1/25/2012 12:22:45 PM	Rockville Surety Bond

Add

***DRAFT - This material is subject to change for the final release. ***

Control/Qualifying Individual (MU2) Forms

Each branch manager must have a complete record Individual (MU2) in the NMLS and attest to this record prior to requesting a license for this branch.

20. Select the Request Attestation icon (magnified) for the individual to complete the MU2 Form. See Company (MU1)/ Individual (MU2) Summary for more information.

You are currently: State

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads
MU2 Forms
Completeness Check and Submit

MU2 Forms

Below is the branch manager that has been associated with this branch. The branch manager must have this record prior to requesting a license for this branch.

If a branch manager has not been identified, go to the **Branch Manager** page to identify one.

To **complete or amend** the branch managers record, click .

To **send** the branch manager's record to the branch manager for attestation, click .

If you need to make additional changes to or resolve completeness checks on the record after attestation, click .

Name	Status
 Colletti, Stephen J	Needs Attestation
 Montag, Heidi M	Needs Attestation

Completeness Check and Attest, Submit and Pay

There are new completeness checks as there are new/updated Branch (MU3) sections.

21. Complete all outstanding items, attest, submit filing and pay for the filing.

You are currently: State

Business Activities
Request License
License/Registration Information
Identifying Information
Other Trade Names
Branch Managers
Web Addresses
Books and Records Information
Operation Information
Expense Information
Document Uploads
MU2 Forms
Completeness Check and Submit

Completeness Check

The Hills Mortgage Company, Rockville, MD Branch (847438) MU3 filing created 1/24/2012 by IdonisP.

Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.

Your filing cannot be submitted until the actions detailed below have been taken. Click on the section name to access the section of the filing and complete the listed action. Certain action items may require you to access other functions under the Filing Tab by clicking a link provided in the Action Required section. After completing all required actions, a **Submit Filing** button will appear.

Section	Action Required
License Information	You must have (a) an active MU1 license or (b) a pending MU1 license or transition request in Virginia in order to submit an MU3 license or transition request in Virginia.
MU2 Forms	All MU2 filings must be attested by individuals.
MU2 Forms	A Credit Report must be requested for Stephen J Colletti to fulfill state-specific requirements. If the MU2 is in an Attested Status, you must recall the Credit Report.
MU2 Forms	A Credit Report must be requested for Heidi Montag to fulfill state-specific requirements. If the MU2 is in an Attested Status, you must recall the Credit Report.

I **Paula Idonis** of **The Hills Mortgage Company (847428)** (Applicant) on this date **Wednesday, January 25, 2012** swear (or affirm) as follows, that I executed this form on behalf, and with the authority, of said Applicant and said Applicant agrees to and represents the following:

(1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;

(2) To the extent any information previously submitted is not amended such information remains accurate and complete;

(3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into the background of the applicant, and any related individuals or entities, in accordance with all laws and regulations for purposes of making a determination on the application;

(4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and

(5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the applicant is applying.

If the Applicant has knowingly made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.

☒ I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.

Attest and Submit