



STATE OF MONTANA • DEPARTMENT OF ADMINISTRATION  
**DIVISION OF BANKING AND FINANCIAL INSTITUTIONS**  
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## **MORTGAGE COMPANY/BRANCH RENEWAL FORM**

*Required for Montana license applicants who wish to be licensed during renewal period (Nov. 1 - Dec. 31).  
Applications received during this time period will be automatically placed on hold until January unless this form is submitted.*

I, \_\_\_\_\_ (authorized individual), of \_\_\_\_\_  
(company) \_\_\_\_\_ / \_\_\_\_\_ (company/branch NMLS #), and duly appointed and authorized by  
the same, swear (or affirm) on \_\_\_\_\_ (date) that to the best of my knowledge and belief the  
information contained in the Licensee's online record, as well as any applicable jurisdiction specific  
requirements, is true, accurate and complete in accordance with the appropriate jurisdiction's law.

Additionally, I acknowledge that I have a duty and agree expediently to update and correct the  
information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material  
information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear or affirm to the following:

- The Licensee is in compliance with Montana's surety bond (or approved alternative) requirement in 32-9-123, MCA.
- The Licensee remains in good standing with the Montana Secretary of State office.
- The Licensee meets Montana's financial responsibility requirement.
- The Licensee is abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
- All individuals required to complete continuing education courses have completed such requirements for Montana.
- I acknowledge that I understand and will comply with the laws and regulations of Montana pertaining to the conduct of the business for which the Licensee is requesting the renewal of such license/registration.
- The Licensee has updated the documents on file with Montana to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Questions which has occurred since the Licensee submitted its license/registration application or renewal application to the Montana. Any documents explaining affirmative answers to any Disclosure Questions previously submitted by the Licensee to each jurisdiction(s) remain true and accurate.

I verify that I am the named person above and agree to the language as stated.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please email completed form to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov).

The application must be submitted in NMLS first before returning this form.

By submitting this form, you agree to pay the renewal fee by 12/31 or your license will be terminated on January 2<sup>nd</sup>. The fee will be invoiced through NMLS.