



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF FINANCIAL AND INSURANCE REGULATION
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
STANLEY "SKIP" PRUSS, DIRECTOR

KEN ROSS
COMMISSIONER

DATE: December 30, 2009

TO: All Licensed/Register Mortgage Brokers, Lenders, and Servicers;
Consumer Financial Services, Class I and Class II Licensees

FROM: Michigan Office of Financial and Insurance Regulation

RE: Transition to NMLS (Nationwide Mortgage Licensing System)

On January 4, 2010, NMLS (Nationwide Mortgage Licensing System) will begin receiving requests from Michigan licensees and registrants to transition information to its database. The Office of Financial and Insurance Regulation (OFIR) announced on October 16, 2009 that Michigan will begin using the Nationwide Mortgage Licensing System (NMLS) for the licensing and registering of mortgage brokers, lenders, and servicers, as well as consumer financial services, class I and class II licensees.

Office of Financial and Insurance Regulation Transition Plan

As a part of the implementation of NMLS, each company or individual holding a first mortgage broker, lender, or servicer license or registration; a secondary mortgage broker, lender, or servicer license or registration; or a class I or class II consumer financial services license in Michigan must electronically create a company record (Form MU1) and complete control person documentation (Form MU2) in NMLS between January 4, 2010 and February 28, 2010.

NMLS is available immediately for you to begin completing your record.

NMLS Website

The NMLS website (<http://mortgage.nationwidelicencingsystem.org>) provides step-by-step instructions on how to access the system, guides on how to complete the MU Forms, each state's transition plans and requirements, tutorials, current and future participating states, system alerts, system processing fees and general background information.

First Time Users-How to Access NMLS

In order to gain access to NMLS for the first time you must complete a ***Company Account Request Form*** and identify a *Primary Account Administrator* and a *Secondary Account Administrator*. This form can be submitted electronically through the NMLS website in the "Getting Started" section. This form needs only to be submitted once per company, regardless of the number of NMLS participating states in which you are licensed. **IF YOUR COMPANY ALREADY HAS ACCESS TO NMLS, THEN YOU DO NOT NEED TO DO THIS STEP.**

Once you complete and submit this form, the *Primary Account Administrator* will receive NMLS login information within 3 business days. The *Primary Account Administrator* for your company will have full rights to (1) access the System, (2) submit information to this Agency and other

participating state mortgage regulators, and (3) set-up other company users in the System. Instructions and tutorials on how to access and use the System are also available on the NMLS website.

New Authorities-License Authority Changes

License categories have been condensed so that all categories of mortgage licenses and registrations are included even if the company does not operate with all categories. For example, when a licensee or registrant is a mortgage lender, that authority will include mortgage broker and lender categories, even if the company operates only as a mortgage lender. A company licensed or registered as a mortgage servicer will obtain the mortgage broker, mortgage lender, and mortgage servicer authority, even if the company operates only as a mortgage servicer. New certificates will be issued to reflect these new categories after transitioning.

Forms to Complete and Fees

Once you are able to access NMLS, you will need to submit the following MU Forms through NMLS to OFIR by February 28, 2010. Instructions and tutorials on how to complete these forms are available online at the website listed below.

1. ***Licensed or registered mortgage brokers, lenders, or servicers, and consumer financial services licensees*** submit a ***Form MU1***.
 2. Companies submit for each ***Control Person**** (such as an executive officer, qualified individual and branch manager) a ***Form MU2***, as part of their Form MU1 filing.
 3. Mortgage Loan Officers provide access to their company to allow the company to “sponsor” their license.
- * Before a Control Person’s Form MU2 is submitted to OFIR, the subject individual must first attest to the information contained in the form.

It is important that current licensee/registrants provide each Michigan license/registration number when completing their Form MU1. If a license/registration number is not provided, the NMLS will presume the form to be a new application and full application fees will be charged. Enter the license (or registration) number without spaces or dashes. For example: FL2232, SR001888, or C13331.

You may begin completing MU forms prior to January 4, 2010, but will not be able to submit them to Office of Financial and Insurance Regulation until that date.

If you have submitted these forms in another state, then you ***do not need to re-enter your company, branch or loan officer/originator records*** into NMLS. You will only need to identify the appropriate license type in Michigan and complete a few state specific fields.

Costs

For companies transitioning an existing license or registration onto NMLS, a system processing fee of \$100 per company license or registration will be required to be paid electronically through NMLS upon submission. The NMLS processing charges are applied on a per license or per registration per state basis.

On an ongoing basis, NMLS will annually charge a processing fee of \$100 per company license, \$30 per loan originator license, and \$30 each time a mortgage loan originator changes employment.

There are no other NMLS processing fees. These processing fees pay for NMLS' operations, including licensee system access 362 days per year, ability to maintain, renew and run reports on your licenses, and call center support.

If you have any questions feel free to contact Consumer Finance Licensing Unit at (877) 999-6442.

Very Truly Yours,

/s/

Mark W. Weigold, Director
Consumer Finance Section

Street/Overnight Delivery Address: 611 W. OTTAWA STREET, 3rd FLOOR, LANSING, MICHIGAN 48933
Mailing Address: P.O. BOX 30220, LANSING, MICHIGAN 48909-7720
www.michigan.gov • TOLL FREE (877) 999-6442 LOCAL (517) 373-0220

