

Real Estate Broker MLO License Endorsement Checklist

The NMLS record must match the information on file with CalBRE. It is strongly recommended that a copy of the CalBRE public license printout is obtained while undergoing this process. Click on the link to obtain a CalBRE public license printout: <http://www2.dre.ca.gov/PublicASP/ppinfo.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. You must electronically submit the Sole Proprietor - Company (MU1) form and the Individual (MU4) form through NMLS. When completing the "Company Name" on the MU1, use your last, first, and middle personal name(s) separated by commas as they appear on your CalBRE license record. **DO NOT** list your DBA(s) or a trade name as your company name. A sponsorship request will also need to be submitted after the MU1 and MU4 are submitted. For additional information, see [NMLS Resource Center](#).
2. If you are a broker-associate who intends to perform MLO activities in the employ of another broker or corporation under a broker-salesperson agreement, you must be separately authorized to conduct those activities through the NMLS by submitting the Individual (MU4) form in NMLS. After the MU4 is submitted, the employing broker or corporation will need to create a relationship and a sponsorship request before mortgage loan activities can be conducted by the broker-associate.
3. Real estate brokers who employ salespersons need to first have the salespersons properly affiliated with them on CalBRE 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 employing broker will need to create a relationship and a sponsorship request before mortgage loan activities can be conducted by the salespersons.
4. If MLO licensed activities are going to be performed at a branch office, you must have a CalBRE branch office license on file with the Bureau and submit a Branch (MU3) form through NMLS which must be approved prior to conducting MLO activities.
5. You must be listed as the "Qualifying Individual" on the Company (MU1) form.
6. Your business address as the "Qualifying Individual" must match the address listed as the "Main Address" on Company (MU1) form and your main office address as filed with CalBRE.
7. You must be listed as the Resident/Registered Agent section of the Company (MU1) form, and it should reflect the information as on file with CalBRE.
8. If you use DBA(s) for mortgage loan origination activities, the DBA(s) must be listed on your real estate license and you must list the DBA(s) in the "Other Trade Names" section in the Company (MU1) form.
9. You must be the individual that attests to the Company (MU1) form.

10. Fees are collected through NMLS and are **NOT REFUNDABLE**. For further information regarding fees, refer to the [Real Estate MLO License Endorsement Fee Summary](#).
11. A license endorsement which is issued before October 31st, will be valid through December 31st of the same year, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1st will be valid through December 31st of the following year.

Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the CalBRE 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.

