This document includes instructions for an individual new application for a Lending Manager request. If you need to complete an application for a loan originator, company, or branch location (authorized delegates are not considered a branch in NMLS); refer to the appropriate new application checklists.

Total License costs: $199.25 (which includes $30 NMLS processing fee, $36.25 criminal background check and fingerprinting fee, and a $15 credit reporting fee.) Fees collected through the NMLS ARE NOT REFUNDABLE.

A sponsorship request must be submitted by your employer before your application request will be Approved. If the applicant is not currently employed by a mortgage company, the license will be issued as “Approved-Inactive” until sponsorship by a mortgage company is acquired. You are not authorized to conduct business in an “Approved-Inactive” status.

Use the checklist below to complete the requirements for UT-DRE.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the Quick Guide for submitting a complete Individual Form through NMLS.

Agency specific requirements marked Filed in NMLS must be completed or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

Agency specific requirements marked attached on the checklist below must be received 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:
Utah Division of Real Estate
P O Box 146711
Salt Lake City, UT 84114-67111

For Overnight Delivery:
Utah Division of Real Estate
160 East 300 South
Salt Lake City, UT 84111
NMLS Unique ID Number: ____________________
Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th><strong>UTAH DRE LENDING MANAGER LICENSE</strong></th>
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|               | N/A      |                | **Pre-licensure Education**: Complete 20 hours of NMLS approved pre-licensure education course.  
– NMLS must indicate you are compliant with this requirement |
|               | N/A      |                | **Testing**: Must satisfy the following conditions:  
1) Passing score on both the National Test Component (with or without the Uniform State Content) and the Utah State Component of the SAFE Test. Please note that these are two exams and compliance will show on your NMLS record.  
And  
2) Passing score on the Lending Manager exam. This is recorded outside of your NMLS record. |
| N/A           |          |                | **Experience Documentation Form**: There are three options to demonstrate your proficiency to pursue this license. Follow the requirements for the option you choose on the Lending Manager Qualification Application.  
[Click to download form.](#) |
| N/A           |          |                | **Education Certifying Document** certifying 40 hours of approved Lending Manager pre-licensure education completed from a Utah-approved Mortgage Pre-licensing School. **THE APPLICANT MUST HAVE APPROVAL FROM THE UT-DRE PRIOR TO TAKING PRE-LICENSE EDUCATION AND EXAM.** |
| N/A           |          |                | **Lending Manager Exam Certification** – provide the original passing score report of Lending Manager exam. |
|               |          |                | **Disclosure Questions**: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. |

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS view the (License Status Quick Guide) for further instruction.

**WHO TO CONTACT** – For State specific questions Contact Utah Division of Real Estate licensing staff by phone at (801) 530-6747 or send your questions via e-mail to realestate@utah.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 FACILITATE APPLICATION THROUGH THE NMLS. SHOULDN'T YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.