

## 2007/2008 Annual License Renewal

# IDAHO RESIDENTIAL MORTGAGE LOAN ORIGINATORS

### Information and Instructions

The annual renewal of your mortgage loan originator license **must** be completed on or before October 31, 2007 in order to maintain a valid license and current standing. The following highlights and tips may help to expedite this process for you:

- Renewal packets are sent to the licensed loan originator's personal residence only during the first week of September. If you do not receive a packet by September 20, you may wish to obtain a replacement from our website at <http://finance.idaho.gov> in the "Loan Originator and Mortgage Forms" section.
- There are no Continuing Education requirements needed in order to complete the renewal process for the 2007/2008 licensing period. The first CE reporting period will formally begin on November 1, 2006 and end October 31, 2008 (for licenses issued prior to November 1, 2006).
- Renewal must be completed by any active licensee and by those who want to maintain an active *application* in an "unassigned" status. "Unassigned" status applications are those whose deficiency items have been cleared but lack a current employer affiliation. An application in an "Unassigned" status may remain so indefinitely as long as renewals and CE requirements are maintained current. If you do NOT file a completed renewal packet postmarked and complete by October 31, 2007, your license or "Unassigned" application will expire by operation of law. In that event, you will have to submit a new license application together with fees to obtain a new license. During the interim no mortgage loan origination activity may be conducted.
- If you answer "Yes" to either question 1 or 2, a Department representative will contact you for additional information and documentation to be filed.

Approved renewals will be posted on the website and show a new expiration date of October 31, 2008 once processed. This site is updated daily in live time. Attempted status checks will delay the process and therefore cannot be provided. **Original licenses will be mailed to the licensed main location of your affiliated employer.**

- **Overnight delivery:** 800 Park Blvd., Ste 200, Boise, Idaho 83712  
**USPS delivery:** PO Box 83720 Boise, Idaho 83720-0031  
**Renewal fee:** \$100 payable to the Idaho Department of Finance  
***Do not send cash***

**RENEWALS NOT COMPLETED BY, OR POSTMARKED AND COMPLETED BY, OCTOBER 31ST WILL CAUSE THE LICENSE TO EXPIRE BY OPERATION OF LAW.**

*To avoid possible license expiration, please submit your completed license renewal form and fee of \$100 by October 15, 2007.*

**REMINDER: All annual renewals beginning NEXT year will be filed on-line using the Nationwide Mortgage Licensing System (NMLS).**



Mail:

Idaho Department of Finance  
P.O. Box 83720  
Boise, Idaho 83720-0031  
208/332-8002

Overnight:

Idaho Department of Finance  
800 Park Blvd., Ste 200  
Boise, Idaho 83712

2007/2008 Annual Renewal For

**IDAHO MORTGAGE LOAN ORIGINATORS**

Full legal name of applicant ( <b>exactly as it appears on your existing license</b> )		
Nicknames used by licensee, if applicable:		
Residence Street Address:		
City:	State:	Zip Code:
Mailing address (street or post office box <b>ONLY</b> if not able to receive mail at physical address):		
City:	State:	Zip Code:
Residence phone number:	Residence/Personal fax number (if applicable):	
Cell Phone Number (personal):	Individual web site (if applicable): www.	
<b><i>Provision of a personal, NOT WORK, email address, and keeping it current and on file with the Idaho Department of Finance is mandatory to obtain and retain a license.</i></b>		
Personal Email Address:		
Work Phone:	Work Email:	

**PLEASE ANSWER THE FOLLOWING. DO NOT LEAVE ANY ANSWERS BLANK.**

1. **Has any information pertaining to your background history changed since your last filing or renewal with the Department?**  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. **Is your employer (W2/1099) the same as that currently appearing on your license?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

**EACH RENEWAL PACKAGE MUST CONTAIN THE FOLLOWING:**

- A. Completed Renewal Form -DO NOT LEAVE ANY SECTION BLANK
- B. \$100 Renewal Fee (*do not send cash*)

***There are no continuing education filing requirements for this 2007/2008 license renewal.***

***PLEASE SUBMIT YOUR COMPLETED RENEWAL PACKAGE TO THE IDAHO DEPARTMENT OF FINANCE BY OCTOBER 15, 2007.***

Renewals received after October 15, 2007 may not be able to be processed to allow timely correction of renewal deficiencies, if any. Allow a minimum of 15 days for processing upon receipt by the Department of Finance. Approved renewals will be posted in real time to the Department's website at <http://finance.idaho.gov>. Attempted status checks will delay the process. **Renewals not postmarked and complete by October 31<sup>st</sup> will cause the license(s) to expire by operation of law, and necessitate the filing of a new license application to continue loan origination activities in Idaho.**

I affirm that the forgoing statements are true and correct to the best of my knowledge. I further certify, that I have read and agree to fully abide by the provisions of the Idaho Residential Mortgage Practices Act and will not engage in any prohibited practice thereunder.

I affirm that all information on file with the Idaho Department of Finance is current to include, but not limited to, criminal, civil, arbitration, termination and regulatory disclosures pertaining to myself.

I understand that any false or misleading information in this report may be grounds for administrative action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

(End of form – the back of this page was intentionally left blank)