



New York Department of Financial Services 2021 Renewal Checklist

Instructions

Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). [Click here to review all renewal deadlines, requirements and fees.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

License Types

- [Mortgage Loan Originator License](#)
- [Registered Mortgage Loan Servicers](#)
- [Exempt Mortgage Loan Servicers](#)
- [Exempt Mortgage Bankers, Brokers - NP](#)

Agency Contact Information

Contact *New York Department of Financial Services* licensing staff by phone at [\(212\) 709-3500](tel:2127093500) or send your questions via email to mlo@dfs.ny.gov; mortgage.broker@dfs.ny.gov; mortgage.banker@dfs.ny.gov or MLS@dfs.ny.gov for additional assistance.

*New York Department Of Financial Services
Attn: Mortgage Banking
One State Street
New York, NY 10004*

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

Mortgage Loan Originator License		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Credit Report & Criminal Background Check: Credit report must be dated between October 1, 2020 – December 31, 2020. Credit report dated before October 1, 2020 and after December 31, 2020 will not be accepted for renewal.</p> <p>For the COVID-19 Pandemic period the Department will accept Criminal Background results dated between August 1, 2020 – December 31, 2020. Criminal Background reports dated before August 1, 2020 and after December 31, 2020 will not be accepted for renewal.</p> <p>The license for MLOs who fail to meet the credit report or Criminal Background results requirements prior to December 31, 2020 will be TERMINATED-EXPIRED</p>	NMLS
<input type="checkbox"/>	<p>Financial Responsibility: MLOs must submit supporting documentation for all outstanding past due items, collections or any bankruptcy, judgments, liens reported on the Credit Report processed for the 2021 renewal.</p> <p>Also, if a financial disclosure changes from No to Yes, upload documentation in the Disclosure Explanations section of the Individual (MU4) Form. Documentation must be received by the Department no later than December 31, 2020. Failure to provide supporting information for derogatory accounts or negative criminal history will result in termination of the license for failure to comply with renewal requirements. Documentation will not be accepted after February 28, 2021. Licenses will not be renewed without satisfactory documentation.</p>	Mail to NY

Updated 9/16/20

NMLS ID Number	
Licensee Legal Name	

Exempt Mortgage Loan Servicers		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	<p>Renewal Attestation Form: Provide the Renewal Affirmation form and Net Worth Requirement worksheet no later than February 28, 2021. These documents should be sent to the address listed above.</p> <p>Please select the appropriate worksheet :</p> <ul style="list-style-type: none"> • Servicing Only • Third Party Servicing Only • Third Party Servicer and Owns Other Mortgage Loans or Servicing Rights 	Mail to NY

Updated 9/16/20

NMLS ID Number	
Licensee Legal Name	

Exempt Mortgage Bankers, Brokers		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Recertification Letter: Must provide the information requested in the Department's Recertification Letter to the address listed above no later than February 28, 2020.	Mail to NY

Updated 9/28/18