



# Combined 2025 New Application Checklist

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## Texas OCCC

### License Types

- Property Tax Lender License

### Agency Contact Information

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FOR THE LICENSE TYPE IN QUESTION. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE ACTIONS THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

## TXOCCC - Property Tax Lender License

### Who is required to have this license?

This license is required of any company or branch offering, negotiating, transacting, making, or servicing an advance of money on behalf of property owners for the purpose of paying property tax payments for which the lender receives a lien on the property allowing the lender to foreclose on the property if the owner defaults on the loan.

If you are unsure if you require this license, please consult Texas Finance Code 351 or seek the guidance of an attorney.

### Pre-requisites for license applications?

- Net Asset requirement of \$25,000 per location
- Criminal background check for principal parties
- Experience

Complete	Requirement Items	Submitted via...
<b>Note</b>	Agency specific requirements marked <b>Attached</b> on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS.	N/A
<input type="checkbox"/>	<b>Bank Account:</b> Bank account information must be completed with company's Letter/Line of Credit, Operating, and/or Trust Primary accounts.	NMLS
<input type="checkbox"/>	<b>Qualifying Individual:</b> Any direct owner holding 10% ownership or more of the applying entity must be listed as the "Qualifying Individual" on NMLS Company (MU1) Form. If an entity holds this ownership, you must list three officers or similar employees with significant involvement in the corporation's activities governed by Texas Finance Code, Chapter 351, as "Qualifying Individuals" on NMLS Company (MU1) Form.	NMLS
<input type="checkbox"/>	<b>Financial Statements:</b> <i>See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement.</i> <b>NOTE:</b> Financial statements must not be older than one year from date of application submission. Or, submit unaudited financial statements in accordance with GAAP that are not older than 60 days prior to application submission. The OCCC financial statement and supporting financial information forms can be found by visiting: <a href="https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf">https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf</a> . Any "cash in banks" or "cash in a financial institution" require a bank confirmation in order to count those	NMLS

	amounts towards your final net asset. To obtain a copy of the bank confirmation form, please visit: <a href="https://occc.texas.gov/sites/default/files/uploads/licensing/bci.pdf">https://occc.texas.gov/sites/default/files/uploads/licensing/bci.pdf</a> .	
<input type="checkbox"/>	<p><b>Business Plan:</b></p> <p>Upload a business plan outlining the source of customers, purpose of loans, size of loans, and source of working capital.</p> <p>Will the applicant be arranging or negotiating loans for another lender or financing entity? If so, provide a list of lenders for whom the applicant will be arranging or negotiating loans, and where collections or servicing will occur. A copy of the OCCC Business Operation Plan form can be found by visiting: <a href="https://occc.texas.gov/sites/default/files/uploads/licensing/ptl-12-business-operation-plan.pdf">https://occc.texas.gov/sites/default/files/uploads/licensing/ptl-12-business-operation-plan.pdf</a></p>	<b>Upload via Document Upload Section of MU1</b>
<input type="checkbox"/>	<p><b>Franchise Tax Details:</b></p> <p>Visit the link below, run a search for the applying entity, and upload a copy of the results showing an "Active" status. The search date should be no more than three months preceding the submission of the application.</p> <p><a href="https://mycpa.cpa.state.tx.us/coa/">https://mycpa.cpa.state.tx.us/coa/</a></p>	<b>Upload via Document Upload Section of MU1</b>
<input type="checkbox"/>	<p><b>Loan Document Samples:</b></p> <p>Upload copies of the following documents that are used during the regular course of business:</p> <ol style="list-style-type: none"> <li>1. Pre-closing disclosure</li> <li>2. Notice of Delinquency</li> <li>3. Sworn Document Authorizing Transfer of Tax Lien (Certified Statement of Transfer of Tax Lien attesting to the transfer)</li> <li>4. Certified Statement of Transfer of Tax Lien</li> <li>5. Post Closing Fee Disclosure-A document that describes the type and approximate cost range of each additional charge or fee that the property owner may incur in connection with the transfer</li> <li>6. Promissory Note</li> <li>7. Deed of Trust (also called Tax Lien Contract, Security Agreement, Security Instrument, Tax Lien Transfer Contract)</li> <li>8. Notice of Right of Rescission (also called Right to Cancel)</li> </ol>	<b>Upload via Document Upload Section of MU1</b>
<input type="checkbox"/>	<p><b>Formation Document:</b></p> <p>For LLC, Corporations &amp; Limited Partnerships upload a certified copy of:</p>	<b>Upload via Document Upload Section of MU1</b>

	<p>Certificate of Formation issued by the Texas Secretary of State. For foreign entities, this document is sometimes called Application for Registration or Certificate of Authority. A Certificate of Authority requires the formation documents from the state where the entity was formed.</p>	
<input type="checkbox"/>	<p><b>Management Chart:</b></p> <p>Upload an organizational chart showing the applicant's divisions, officers, and managers.</p>	<p><b>Upload via Document Upload Section of MU1</b></p>
<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b></p> <p>Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities. Must show ownership up to a natural person owning ten percent or more</p>	<p><b>Upload via Document Upload Section of MU1</b></p>
<input type="checkbox"/>	<p><b>Statement of Experience:</b></p> <p>Each applicant should provide a statement setting forth the details of the applicant's prior experience in the lending or credit granting business. If the applicant, or its principal parties do not have significant experience in the same type of credit business as planned for the prospective licensee, the applicant must provide a written statement explaining the applicant's relevant business experience or education, why the commissioner should find that the applicant has the requisite experience, and how the applicant plans to obtain the necessary knowledge to operate lawfully and fairly.</p> <p>A copy of the OCCC Statement of Experience form can be found by visiting:  <a href="https://occc.texas.gov/sites/default/files/uploads/licensing/adm23-stmt-of-experience.pdf">https://occc.texas.gov/sites/default/files/uploads/licensing/adm23-stmt-of-experience.pdf</a>.</p>	<p><b>Upload via Document Upload Section of MU1</b></p>
<input type="checkbox"/>	<p><b>Registered/Statutory Agent:</b></p> <p>The registered agent is the person or entity to whom any legal notice may be delivered. The agent must be a Texas resident and list an address for legal service. If the registered agent is a natural person, the address must be a different address than the licensed location address.</p> <p>If the applicant is a corporation or a limited liability company, the registered agent should be the one on file with the Office of the Texas Secretary of State. If the registered agent is not the same as the agent filed with the Office of the Texas Secretary of State, then the applicant must submit a certification from the secretary of the company identifying the registered agent.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Statement of Record:</b></p> <p>Each applicant must provide a statement of where the records of Texas transactions will be maintained. If these records will be maintained at a location outside of Texas, the applicant must</p>	<p><b>NMLS</b></p>

	acknowledge responsibility for the travel cost associated with examinations in addition to the assessment fees or agree to make all records available for examination in Texas.	
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*Updated 7/24/2024*