



Combined 2025 Transition Checklist

Texas OCCC

License Types

- Property Tax Lender Branch
- Property Tax Lender License

Agency Contact Information

Texas Office of Consumer Credit Commissioner – Licensing Department

For assistance with state-specific requirements, please contact us at 512-936-7605 or email your inquiries to

licensing@occc.texas.gov. Our customer service representatives are available Monday-Friday, between 10:00 AM and 5:00 PM CST, and are happy to assist you. Additionally, helpful resources can be found on our website at occc.texas.gov.

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.

Transition to NMLS

The Office of Consumer Credit Commissioner (OCCC) requires Property Tax Lender (PTL) licensees to transition their licenses to the Nationwide Multistate Licensing System (NMLS). Licensees must submit a Branch Form (MU3) and an Individual Form (MU2) for each Branch Manager by May 16, 2025. This transition to NMLS is mandatory and begins on March 17, 2025. Only Property Tax lender licensees who hold an active OCCC PTL license prior to December 1, 2024, may use the transition application. All other new applications, amendments, surrenders, and renewals will follow the normal NMLS application process.

Before the Branch Form (MU3) can be submitted, the Company Form (MU1) must be completed and submitted for the main licensed location. Each registered office will need to file a Branch Form (MU3), and each branch manager must submit an Individual Form (MU2).

If you already have an NMLS account and have submitted these forms in the past, there is no need to re-enter your company information. You would only update the business activities your company conducts, specify the states where these activities are performed, select the appropriate Texas license, and complete the required state-specific fields.

When completing the Branch Form (MU3), ensure you use your ALECS license number, which is a five- or six-digit number starting with 5, 6, or 1. This number is necessary to avoid being charged a new application fee. The ALECS license number must not be confused with the ALECS master file number, as NMLS does not accept the master file number for transitions. Providing an incorrect number will result in needing to file and pay for a new application rather than a transition application.

From March 17, 2025, all license amendments, surrenders, and other actions must be completed through NMLS. Paper forms will no longer be accepted after this date.

Who is required to have this license?

This license is required for any Branch (registered office) that offers, negotiates, transacts, makes, or services an advance of money on behalf of property owners for the purpose of paying property tax payments. This arrangement grants the lender a lien on the property, allowing foreclosure if the owner defaults on the loan. If you are unsure whether this license is required, please consult Tex. Fin. Code § 351 or seek the guidance of an attorney. <https://statutes.capitol.texas.gov/Docs/FI/htm/FI.351.htm>

What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

- Property tax lending

What are the pre-requisites for transition applications?

- An existing active OCCC Property Tax Lender license number (active before 12/1/2024)
- Before a Branch Form (MU3) can be submitted, companies must complete the Company Form (MU1)

****Please note that fees collected through NMLS are non-refundable or transferable****

Complete	Requirement Items	Submitted via...
Note	LICENSE FEES: Please see the License Requirements and Fees Chart on the NMLS Resource Center for details related to this requirement.	N/A

<input type="checkbox"/>	<p>BRANCH FORM (MU3): Submit and complete the Branch (MU3) in NMLS. This form serves as the license transition request through NMLS. Please see the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>OTHER TRADE NAME:</p> <ul style="list-style-type: none"> • Other Trade Name: If this Branch is operating under a "Trade Name," "Assumed Name," or "DBA," must be listed under the Other Trade Names section of both the Branch Form (MU3) and the Company Form (MU1). Only one Other Trade Name may be listed per Branch license. <p>If operating under an Other Trade Name, please upload the documents listed below regarding the ability to do business under that trade name. This file should be named "TX PTL Trade Name-Assumed Name."</p> <ul style="list-style-type: none"> • TX SOS Document: Please submit the Assumed Name Certificate (ANC) that was filed with the Texas Secretary of State. • Sole Proprietors: Please submit your Other Trade Name, also known as an Assumed Name Certificate (ANC) or Doing Business As (DBA) document. This document is typically issued by the county clerk's office or a state agency. <p>If you have questions about whether or not you need a trade name /assumed name (DBA), please contact the Texas Secretary of State. For Secretary of State questions please call (512) 463-5555 or visit https://www.sos.state.tx.us/corp/index.shtml</p>	<p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>BRANCH MANAGER: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>BRANCH MANAGER ATTESTATION (MU2): Complete the Individual Form (MU2) in NMLS. This form must be attested to by the branch manager before it is able to be submitted along with the Branch Form (MU3).</p>	<p>NMLS</p>

Updated 3/17/2025

<p>TXOCCC - Property Tax Lender License</p>	<p>Updated: 3/17/2025</p>
<p>Transition to NMLS The Office of Consumer Credit Commissioner (OCCC) requires Property Tax Lender (PTL) licensees to transition their licenses to the Nationwide Multistate Licensing System (NMLS). Licensees must submit a Company Form (MU1) and an Individual Form (MU2) for</p>	

each of their Control Persons by May 16, 2025. This transition to NMLS is mandatory and begins on March 17, 2025. Only Property Tax lender licensees who hold active OCCC PTL licenses prior to December 1, 2024, may use the transition application. All other new applications, amendments, surrenders, and renewals will follow the normal NMLS application process.

Additionally, for each resgistered office a Branch Form (MU3) must be completed and submitted in addition to the Company Form (MU1) for the main licensed location.

If you already have an NMLS account and have submitted these forms in the past, there is no need to re-enter your company information. You would only update the business activities your company conducts, specify the states where these activities are performed, select the appropriate Texas license, and complete the required state-specific fields.

When completing the Company Form (MU1), ensure you use your ALECS license number, which is a five- or six-digit number starting with 5, 6, or 1. This number is necessary to avoid being charged a new application fee. The ALECS license number must not be confused with the ALECS master file number, as NMLS does not accept the master file number for transitions. Providing an incorrect number will result in needing to file and pay for a new application rather than a transition application.

From March 17, 2025, all license amendments, surrenders, and other actions must be completed through NMLS. Paper forms will no longer be accepted after this date.

Who is required to have this license?

This license is required for any Company (licensed location) that offers, negotiates, transacts, makes, or services an advance of money on behalf of property owners for the purpose of paying property tax payments. This arrangement grants the lender a lien on the property, allowing foreclosure if the owner defaults on the loan. If you are unsure whether this license is required, please consult Tex. Fin. Code § 351 or seek the guidance of an attorney. <https://statutes.capitol.texas.gov/Docs/FI/htm/FI.351.htm>

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Please note that fees collected through NMLS are non-refundable or transferable

Complete	Requirement Items	Submitted via...
Note	<p>LICENSE FEES: Please see the License Requirements and Fees Chart on the NMLS Resource Center for details related to this requirement.</p>	N/A
<input type="checkbox"/>	<p>COMPANY FORM (MU1): Submit and complete the Company (MU1) in NMLS. This form serves as the license transition request through NMLS. Please see the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p>	NMLS

<input type="checkbox"/>	<p>OTHER TRADE NAME: Other Trade Name: If this Company is operating under a "Trade Name," "Assumed Name," or "DBA," must be listed under the Other Trade Names section Company Form (MU1). Only one Other Trade Name may be listed per Company license.</p> <p>If operating under an Other Trade Name, please upload the documents listed below regarding the ability to do business under that trade name. This file should be named "TX PTL Trade Name-Assumed Name."</p> <ul style="list-style-type: none"> • TX SOS Document: Please submit the Assumed Name Certificate (ANC) that was filed with the Texas Secretary of State. • Sole Proprietors: Please submit your Other Trade Name, also known as an Assumed Name Certificate (ANC) or Doing Business As (DBA) document. This document is typically issued by the county clerk's office or a state agency. <p>If you have questions about whether or not you need a trade name /assumed name (DBA), please contact the Texas Secretary of State. For Secretary of State questions please call (512) 463-5555 or visit https://www.sos.state.tx.us/corp/index.shtml</p>	<p>Upload via Document Upload Section of MU1 - Trade Name/Assumed Name Registration Certificates</p>
<input type="checkbox"/>	<p>RESIDENT/REGISTERED AGENT: The Resident, Registered Agent, or Statutory Agency must be listed in the Resident/Registered Agent section of the Company Form (MU1) and must match the information currently on file with the Texas Secretary of State.</p> <p>A registered agent is the individual or entity designated to receive legal notices. The agent must be a Texas resident and provide a physical address to receive official legal correspondence—P.O. box addresses are not permitted</p> <ul style="list-style-type: none"> • If the registered agent is an individual- The address provided must be different from the licensed location address. • If the registered agent is a corporation or LLC- The registered agent must match the agent listed with the Texas Secretary of State. <p>If the designated registered agent differs from the one on file with the Texas Secretary of State, the applicant must submit a certification from the company secretary. The applicant must submit a certification, which is a formal statement on the company's letterhead, signed by the company secretary, clearly identifying the correct registered agent.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>PRIMARY CONTACT EMPLOYEES: The following individuals must be listed in the Contact Employees section of the Company Form (MU1).</p> <ul style="list-style-type: none"> • Primary Company Contact- This individual serves as the company's compliance officer. • Primary Consumer Complaint Contact- This individual is responsible for addressing consumer complaints on behalf of the company. 	<p>NMLS</p>
<input type="checkbox"/>	<p>BOOKS AND RECORDS CUSTODIAN INFORMATION: Applicants must list the location where books and records are stored, <u>specifically where Texas transaction records will be maintained</u>. They should also list the name of the</p>	<p>NMLS</p>

	<p>individual at this location that should be contacted with inquiries about or to gain access to the storage location. Multiple contacts for record retention are allowed in the system and you must specify contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location.</p> <p>NOTE: If records are stored outside Texas, applicants must either accept responsibility for travel expenses and assessment fees incurred during examinations or ensure all records are accessible for examination within Texas.</p>	
<input type="checkbox"/>	<p>OWNERSHIP & QUALIFIED INDIVIDUALS: Direct Owners, Executive Officers and Indirect Owners must be identified on the Company (MU1) Form. IN ADDITION, <u>any direct owner with 10% or more ownership</u> in the applying entity must be designated as a "Qualifying Individual" on the Company (MU1) Form.</p> <p>NOTE: If the 10% or more ownership is held by an entity rather than an individual, you must identify three officers or other employees with substantial involvement in the company's operations governed by Tex. Fin. Code § 351. These individuals should also be designated as "Qualifying Individuals" on the NMLS Company (MU1) Form.</p>	<p>NMLS</p>
<input type="checkbox"/>	<p>BUSINESS PLAN: Upload a comprehensive business plan that includes details about the source of customers, the purpose of loans, the size of loans, and the source of working capital. If the applicant will arrange or negotiate loans for another lender or financing entity, the business plan must also include a list of these lenders and the locations where loan collections or servicing will occur.</p> <p>For further guidance, refer to the OCCC Business Operation Plan form at the following link: https://occc.texas.gov/sites/default/files/2025-03/Bank%20Confirmation-bci2025.pdf</p> <p>If an existing business plan meeting the above requirements has already been uploaded, do not upload a duplicate. Only one business plan should be uploaded, and any state-specific information should be incorporated into the existing document.</p>	<p>Upload via Document Upload Section of MU1 - Business Plan</p>
<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE: Applicants must submit a statement of experience detailing their prior experience in the lending or credit-granting industry relevant to the license type sought. If the applicant or its control persons lack substantial experience in property tax lending, they must provide a written statement including:</p> <ul style="list-style-type: none"> •Relevant business experience or education supporting transferable skills applicable to property tax lending. •Justification for why the Commissioner should approve the application despite the lack of direct experience. •A plan to acquire the knowledge required to operate lawfully, ethically, and in compliance with property tax lending regulations. <p>The OCCC Statement of Experience form can be found here: https://occc.texas.gov/sites/default/files/uploads/licensing/adm23-stmt-of-experience.pdf</p>	<p>Upload via Document Upload Section of MU2 - Verification of Experience</p>

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Updated 3/17/2025