



Combined

2025 Transition Checklist

Texas OCCC

License Types

- Regulated Lender Company 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.

What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

Consumer loan lending, High cost home loans – Broker, High cost home loans – Lender, Home equity lending/lines of credit – Broker, Home equity lending/lines of credit – Lender, Lead generation, Manufactured housing financing – Broker, Manufactured housing financing – Lender, Master servicing, Mortgage loan modifications, Mortgage loan purchasing, Second mortgage brokering, Second mortgage lending, Subordinate lien mortgage servicing, Third party mortgage loan processing, Third party subordinate lien mortgage servicing, Consumer loan brokering, Consumer loan servicing, Earned wage access – Direct to consumer, Payday lending – online, Payday lending – storefront, Private student loan lending, Private student loan servicing, Refund anticipation lending, Retail installment selling, Sales finance company activities – general, Sales finance company activities – motor vehicles, Title lending, First party debt collection, Non-mortgage loan modifications, Passive debt buying

What are the pre-requisites for application?

- An existing active OCCC Regulated Lender license number (active before 7/15/2025)
- Before a Branch Form (MU3) can be submitted, companies must complete the Company Form (MU1)

Transition to NMLS

The Office of Consumer Credit Commissioner (OCCC) requires Regulated Lender 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 each Control Person and Qualified Individual by September 15, 2025. This transition to NMLS is mandatory and begins on July 15, 2025. Only Regulated Lender licensees who hold an active OCCC Regulated Lender license prior to July 15, 2025, may use the transition application. All other new applications, amendments, surrenders, and renewals will follow the normal NMLS application process.

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 July 15, 2025, all license amendments, surrenders, and other actions must be completed through NMLS. Paper forms will no longer be accepted after this date.

*****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"/>	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. 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): <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	NMLS – MU1

	<p>agent must match the agent listed with the Texas Secretary of State.</p> <p>NOTE: 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 certification is a formal statement on the company's letterhead, signed by the company secretary, clearly identifying correct registered agent.</p>	
<input type="checkbox"/>	<p>CONTROL PERSONS & QUALIFIED INDIVIDUALS:</p> <p>Direct Owners, Executive Officers and Indirect Owners must be identified on the Company (MU1) Form. IN ADDITION, any direct owner with 10% or more ownership in the applying entity must be designated as a "Qualifying Individual" on the Company (MU1) Form.</p> <p>NOTE: If 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 §342. These individuals should also be designated as "Qualifying Individuals" on the NMLS Company (MU1) Form.</p>	NMLS – MU1 & MU2
<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE:</p> <p>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 regulated lending. •Justification for why the Commissioner should approve the application despite the lack of direct experience. 	<p>Upload via Document Upload Section of MU2 - Verification of Experience</p>

	<p>•A plan to acquire the knowledge required to operate lawfully, ethically, and in compliance with regulated lending regulations.</p> <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>	
<input type="checkbox"/>	<p>OTHER TRADE NAME:</p> <p>If operating under a “Other Trade Name,” “Assumed Name,” or “DBA,” it must be listed under the Other Trade Names section. Only one Other Trade Name may be listed per license.</p> <p>For 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 REG Trade Name-Assumed Name."</p> <p>TX SOS Document- Please submit the Assumed Name Certificate (ANC) that was filed with the Texas Secretary of State.</p> <p>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> <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>BOOKS AND RECORDS CUSTODIAN INFORMATION:</p> <p>Applicants must list the location where books and records are stored, specifically where Texas transaction records will be maintained. They should also list the name of the 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</p>	<p>NMLS -MU1</p>

	<p>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>BUSINESS OPERATING PLAN:</p> <p>Upload a comprehensive business plan that includes details about 1. the source of customers, 2. the purpose of loans, 3. the size of loans, 4. the source of working capital. 5. if the applicant will arrange or negotiate loans for another lender or financing entity, the business plan must also provide: 5a. a complete list of these lenders, 5b. the confirmation of collection locations, 5c. if servicing will occur, a detailed description of the collection process including identifying who the servicer.</p> <p>For further guidance, refer to the OCCC Business Operation Plan form at the following link:</p> <p>https://occc.texas.gov/sites/default/files/2025-05/REG_BOP_Business_Operation_Plan.pdf</p> <p>If an existing business plan that meets the above requirements has already been uploaded, do not upload a duplicate. There should only be one business plan on file. Any state-specific information should be incorporated into that one document.</p>	<p>Upload via Document Upload Section of MU1 - Additional Requirements</p>
<input type="checkbox"/>	<p>TRANSFER OF OWNERSHIP:</p> <p>This item is not a required item and only applies to ownership transfers. If you are transferring ownership, please follow the steps outlined below. Otherwise, you may disregard this section.</p>	<p>Upload via Document Upload Section of MU1 - Additional Requirements</p>

	<ul style="list-style-type: none">• Purchase of Business: If you are purchasing an existing Property Tax Lending business from another entity, please submit a copy of the asset purchase agreement signed by both the buyer and the seller, or any other documentation that demonstrates the transfer event.• Permission to Operate Under Seller's License: If the seller has authorized you to operate under their license while your application is in review, you must complete and upload the "Request for Permission to Operate" form. This form is available at the following link: https://occc.texas.gov/sites/default/files/uploads/licensing/requestforpermissiontooperateform.pdf	
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Updated 7/14/2025

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