



Combined

2025 New Application Checklist

Texas OCCC

License Types

- Regulated Lender Branch License
- Regulated Lender Company License

Agency Contact Information

Texas Office of Consumer Credit Commissioner (TX OCCC) – 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?

- Net Asset requirement of \$25,000 per location
- Criminal background check for principal parties
- Relevant business finance experience or education

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

Complete	Requirement Items	Submitted via...
<input type="checkbox"/>	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.	NMLS
<input type="checkbox"/>	OTHER TRADE NAME:	Upload via Document Upload Section of MU1 –Trade Name/Assumed Name Registration Certificates

	<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> <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>	
<input type="checkbox"/>	<p>FINANCIAL STATEMENTS:</p> <p><i>See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement.</i></p> <p>Audited financial statements- must not be older than one year from date of application submission and do not need bank confirmation.</p> <p>Unaudited financial statements- must be in accordance with GAAP and not older than 60 days prior to application submission and must submit a completed bank confirmation. Please "Bank Confirmation" item below.</p>	<p>Upload via Document Upload Section of MU3 - Additional Requirements.</p>

	<p>The OCCC financial statement and supporting financial information forms can be found by visiting: https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf.</p> <p><i>Guidance Notes:</i></p> <p><i>Please provide financials that are less than 60 days old.</i></p> <p><i>For unaudited financials, any "cash in banks" or "cash in a financial institution" require bank confirmation(s) in order to count those amounts towards your final net asset. See "Bank Confirmation" item below for more information.</i></p> <p><i>When completing financials, please keep in mind that each regulated lender license requires \$25,000 in net assets. Although some items may be considered assets per GAAP standards, they may not be considered assets per the Texas Administrative Code or Texas Finance Code. In general TAC defines assets as "convertible to cash within 10 days."</i></p> <p><i>To reference this requirement, please review §83.302(j) of the Texas Administrative Code:</i></p> <p>https://texas-sos.appianportalsgov.com/rules-and-meetings?\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F26%2F2025&recordId=193118</p> <p>Note: Financial Statement will be attached to your record. To complete your pending Branch (MU3) Form, return to the Filing tab and proceed with the form. See the Financial Statements Quick Guide for instructions.</p>	
<input type="checkbox"/>	<p>BANK CONFIRMATION:</p>	<p>Upload via Document Upload Section of MU1 - Additional Requirements</p>

	<p>Please upload a completed bank confirmation form found at the link below.</p> <p>Unaudited financials - any "cash in banks" or "cash in a financial institution" require bank confirmation(s) in order to count those amounts towards your final net asset.</p> <p>Audited financials – do not need a bank confirmation.</p> <p>To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/sites/default/files/uploads/licensing/bci.pdf.</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> <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 	<p>Upload via Document Upload Section of MU3 - Additional Requirements</p>

Updated 7/14/2025

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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"/>	FINANCIAL STATEMENTS: <i>See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement.</i> <ul style="list-style-type: none">• Audited financial statements- must not be older than one year from date of application submission and do not need bank confirmation.• Unaudited financial statements- must be in accordance with GAAP and not older than 60 days prior to application submission and must submit a completed bank confirmation. Please “Bank Confirmation” item below. The OCCC financial statement and supporting financial information forms can be found by visiting: https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf . <i>Guidance Notes: Please provide financials that are less than 60 days old.</i>	Upload via Document Upload Section of MU1 - Additional Requirements

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<input type="checkbox"/>	<p>BANK CONFIRMATION:</p> <p>Please upload a completed bank confirmation form found at the link below.</p> <ul style="list-style-type: none"> • Unaudited financials - any "cash in banks" or "cash in a financial institution" require bank confirmation(s) in order to count those amounts towards your final net asset. • Audited financials – do not need a bank confirmation. <p>To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/sites/default/files/uploads/licensing/bci.pdf</p>	<p>Upload via Document Upload Section of MU1 - Additional Requirements</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> <ul style="list-style-type: none"> • TX SOS (Texas Secretary of State) Document- Assumed Name Certificate (ANC) filed with the TX SOS. • Sole Proprietors- 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>Upload via Document Upload Section of MU1 – Trade Name/Assumed Name Registration Certificates</p>

	<p>If you have questions about whether or not you need a trade name /assumed name (DBA), please contact the TX SOS at (512) 463-5555 or visit: https://www.sos.state.tx.us/corp/index.shtml</p>	
<input type="checkbox"/>	<p>RESIDENT/REGISTERED AGENT:</p> <p>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>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>	NMLS – MU1
<input type="checkbox"/>	<p>PRIMARY CONTACT EMPLOYEES:</p> <p>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. 	NMLS – MU1
<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 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>	NMLS – MU1

<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>**Only one MU2 Form is required per individual (principal party), whether they are listed as a Direct Owner, Executive Officer, Indirect Owner, or Qualifying Individual.</p> <p>NOTE: If 10% or more ownership is held by an entity rather than an individual, you must identify one to 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>	<p>NMLS – MU1 & MU2</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</p> <p>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 - Business Plan</p>
<input type="checkbox"/>	<p>CERTIFICATE OF GOOD STANDING/FRANCHISE TAX DETAILS:</p> <p>Follow the steps below to obtain and submit the required Franchise Tax Account Status documentation, ensuring that the entity’s status is active and the search was conducted within three months of the application submission. This is also called Certificate of Good Standing.</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1. Visit https://mycpa.cpa.state.tx.us/coa/ 2. Enter the entity name exactly as listed in your NMLS application. 3. Run a search for the entity name. Ensure that the search date is within the last three months. 4. Upload a screenshot or a pdf of the certificate, making sure that: <ul style="list-style-type: none"> ○ The “As of” date is within the last three months. 	<p>Upload via Document Upload Section of MU1- Certificate of Good Standing</p>

	<p>○ The status is marked as "Active."</p>	
<input type="checkbox"/>	<p>LOAN DOCUMENT SAMPLES:</p> <p>Upload copies of the following documents that are used during the regular course of business. Applicants must upload sample copies of approved loan documents that will be used to originate loans. For a list of pre-approved loan software, visit:</p> <p>https://occc.texas.gov/industry/regulated-lenders/regulated-loan-software-vendors</p> <p>If you are not using approved loan software, you may instead submit a 342-model contract that aligns with your business plan. Important: If you choose to use a 342-model contract temporarily, please read the Supplemental Important Information section below.</p> <p>Supplemental Important Information</p> <p>If you intend to use a unique 342 contract that has NOT been approved under the OCCC Plain Language Initiative, you must submit the loan document for review AFTER your license has been approved. However, you <u>must still provide a sample model contract</u> (see link below) for the loan types you will be offering, as is required for license approval. To view statutory requirements for verbiage and clauses in a model contract, visit:</p> <p>https://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=4&ti=7&pt=5&ch=90</p> <p>For further details on submitting a unique or non-approved loan document for review AFTER license approval visit the OCCC Plain Language Initiative: https://occc.texas.gov/industry/plain-language-initiative</p>	<p>Upload via Document Upload Section of MU1 - Document Samples</p>
<input type="checkbox"/>	<p>ORGANIZATIONAL CHART:</p> <p>Applicants must upload an organizational diagram or narrative detailing management divisions. If the entity is owned by another entity, one or more individuals, or has subsidiaries or affiliated entities, the chart must clearly outline ownership up to a natural person who holds ten percent or more of the <u>applying entity</u>.</p> <p>If the applying entity is partially or fully owned by a parent company, designate one to three qualifying individuals and submit ownership details for the parent company.</p> <p>For additional guidance, refer to Texas Administrative Code §83.302(b) at: https://texas-sos.appianportalsgov.com/rules-and-meetings?\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F26%2F2025&recordId=193118</p> <p>And Texas Business Organizations Code §1.002 at: https://statutes.capitol.texas.gov/Docs/BO/htm/BO.1.htm#1.002</p>	<p>Upload via Document Upload Section of MU1 - Organizational Chart/Description</p>

<input type="checkbox"/>	<p>VERIFICATION OF EXPERIENCE:</p> <p>(Statement 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 the relevant industry, they must provide a written statement including:</p> <ul style="list-style-type: none"> • Relevant business experience or education supporting transferable skills applicable to the relevant industry • 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 regulated 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 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> <ul style="list-style-type: none"> • Purchase of Business: : If you are purchasing an existing 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 <p>**This item is not a required item, and only applies to ownership transfers.**</p>	<p>Upload via Document Upload Section of MU1 - Additional Requirements</p>

Updated 8/19/2025

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