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...
☐	**COMPANY FORM (MU1):** Step 1: Create a new Company Form (MU1) filing. Step 2: In the Business Activities section, click Request License. Step 3: Check the box next to the Property Tax Lender License Texas. Step 4: Click Continue and select "New Application," please continue following the prompts and filling in the required information until you reach the 'Attest and Submit' section. Step 5: In the Attest and Submit section, attest to and submit the filing.	**NMLS (FILING Tab)**
☐	**CONTROL PERSONS (MU1 & MU2):** 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 (MU1 & MU2)**
☐	**TRADE NAME CERTIFICATE (DBA):** • Other Trade Name: DBAa should be listed under the Other Trade Names on the NMLS Company Form (MU1). Only one Trade Name may be listed per company license. • TX SOS Document: Please submit the Assumed Name Certificate that was filed with the Texas Secretary of State.	**Upload via Document Upload Section of MU1 - Trade Name/assumed Name Registration Certificates**

	• Sole Proprietors: please submit your Trade Name, also known as an Assumed Name Certificate (ANC) or Doing Business As (DBA). This document is typically issued by the county clerk's office or a state agency. 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	
☐	**LOAN DOCUMENT SAMPLES:** Please submit copies of the following documents that are used during the regular course of business: 1. Pre-closing disclosure 2. Notice of Delinquency 3. Sworn Document Authorizing Transfer of Tax Lien (Certified Statement of Transfer of Tax Lien attesting to the transfer) 4. Certified Statement of Transfer of Tax Lien 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 6. Promissory Note 7. Deed of Trust (also called Tax Lien Contract, Security Agreement, Security Instrument, Tax Lien Transfer Contract) 8. Notice of Right of Rescission (also called Right to Cancel)	**Upload via Document Upload Section of MU1 - Document Samples**
☐	**STATEMENT OF EXPERIENCE:** Applicants must submit a statement detailing their prior experience in the lending or credit-granting business. If the applicant or its control persons lack significant experience in the same type of credit business planned for the prospective license, they must submit a written statement addressing the following: • Relevant business experience or education. • Justification for why the commissioner should determine that the applicant possesses the necessary experience. • A plan outlining how the applicant intends to acquire the knowledge required to operate lawfully and fairly. A copy of the OCCC Statement of Experience form is available at: https://occc.texas.gov/sites/default/files/uploads/licensing/adm23-stmt-of-experience.pdf.	**Upload via Document Upload Section of MU2 - Verification of Experience**
☐	**REGISTERED AGENT / STATUTORY AGENT:** The registered agent is the individual or entity designated to receive any legal notices. The agent must be a Texas resident and provide an address for receiving legal service. If the registered agent is an individual, the address must differ from the licensed location address.	**NMLS (MU1)**

	For corporations or limited liability companies, the registered agent should be the same as agent on file with the Texas Secretary of State. If the designated registered agent differs from the one listed with the Texas Secretary of State, the applicant must include a certification from the company secretary identifying the registered agent.	
☐	**STATEMENT OF RECORDS:** Applicants are required to submit a statement identifying where the records of Texas transactions will be maintained. If the records are kept outside Texas, the applicant must either accept responsibility for covering travel costs incurred during examinations, in addition to assessment fees, or agree to make all records available for examination within the state.	**Upload via Document Upload Section of MU1 - Additional Requirements**
☐	**FINANCIAL STATEMENTS:** Please submit either unaudited or audited financials that meet the specific requirements outlined below for each type. • **Unaudited (Reviewed) Financial Statements:** Submitted financial statements must be in accordance with GAAP and not older than 60 days prior to the application submission. • **Audited Financial Statements:** Financial statements must not be older than one year from the date of application submission. Note: You can find the OCCC Financial Statement form (ADM17) and Supporting Financial Information form (ADM18) by visiting this link: https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf Please keep in mind that this form is general and may not apply to every aspect of your business. For questions regarding its applicability, consult with your attorney or accountant. When completing financials, please keep in mind that each license/application and existing locations require $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 (TAC) or Texas Finance Code. In general TAC defines assets as "convertible to cash within 10 days." Additionally, in order to count "Cash In Banks" towards your total assets, we will need an executed Bank Confirmation.You may obtain a copy of the bank confirmation form, by visiting this link: https://occc.texas.gov/sites/default/files/2025-03/Bank%20Confirmation-bci2025.pdf	**Upload via Document Upload Section of MU1 - Additional Requirements**
☐	**BANK CONFIRMATION:** Please submit the bank account information for the company, including the company's Letter/Line of Credit, Operating, and/or Trust Primary accounts. The confirmation must be provided on the bank's official	**Upload via Document Upload Section of MU1 - Additional Requirements**

	letterhead, include the current balance, and be signed by an authorized bank representative. A copy of the bank confirmation form can be accessed through the following link: https://occc.texas.gov/sites/default/files/2025-03/Bank%20Confirmation-bci2025.pdf	
☐	**FRANCHISE TAX STANDING:** Please submit the entity's Franchise Tax Account Status (also known as the Certificate of Authority / Certificate of Good Standing). You may obtain this by visiting the Texas Comptroller of Public Accounts website, search for the applying entity, and upload a copy of the results showing an "Active" status. Ensure that the "As of" date is within three months preceding the submission of the application. https://mycpa.cpa.state.tx.us/coa/	**Upload via Document Upload Section of MU1 - Certificate of Authority / Good Standing Certificate**
☐	**FORMATION DOCUMENT:** For LLCs, Corporations, and Limited Partnerships, provide an official copy of the Certificate of Formation processed by the Texas Secretary of State, including their seal or marks of authenticity. Foreign entities must submit the Application for Registration or Certificate of Authority with formation documents from the original state.	**Upload via Document Upload Section of MU1 -Formation Document**
☐	**BUISNESS OPERATING PLAN:** Please submit a Business Operating Plan detailing the source of customers, purpose of loans, size of loans, and source of working capital. If the applicant will be arranging or negotiating loans for another lender or financing entity, provide a list of these lenders along with the locations where collections or servicing will take place. For additional guidance, refer to the OCCC Business Operation Plan form found by visting: https://occc.texas.gov/sites/default/files/uploads/licensing/ptl-12-business-operation-plan.pdf	**Upload via Document Upload Section of MU1 - Business Plan**
☐	**ORGANIZATIONAL CHART:** Please submit an organizational chart when the applicant is owned by another entity, multiple entities, or an individual—or when the applicant has subsidiaries or affiliated entities. The chart must clearly indicate ownership and trace it to any natural person owning 10% or more of the applicant.	**Upload via Document Upload Section of MU1 - Organizational Chart / Description**
☐	**TRANSFER OF OWNERSHIP:** *This item is not a reuiremed item and only applies to ownership transfers. If you are transferring ownership, please follow the steps outlined below. Otherwise, you may disregard this section.*	**Upload via Document Upload Section of MU1 - Additional Requirements**

	• 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	
Note	Agency specific requirements marked **Attached** 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**
☐	**Bank Account:** Bank account information must be completed with company's Letter/Line of Credit, Operating, and/or Trust Primary accounts.	**NMLS**
☐	**Qualifying Individual:** 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**
☐	**Financial Statements:** *See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement.* **NOTE:** 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: https://occc.texas.gov/sites/default/files/uploads/licensing/adm17-personal-fin-stmt.pdf. Any "cash in banks" or "cash in a financial institution" require a bank confirmation in order to count those amounts towards your final net asset. To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/sites/default/files/uploads/licensing/bci.pdf.	**NMLS**
☐	**Business Plan:** Upload a business plan outlining the source of customers, purpose of loans, size of loans, and source of working capital. Will the applicant be arranging or negotiating loans for another lender or financing entity? If so, provide a list of lenders for whom the	**Upload via Document Upload Section of MU1**

	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: https://occc.texas.gov/sites/default/files/uploads/licensing/ptl-12-business-operation-plan.pdf	
☐	**Franchise Tax Details:** 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. https://mycpa.cpa.state.tx.us/coa/	**Upload via Document Upload Section of MU1**
☐	**Loan Document Samples:** Upload copies of the following documents that are used during the regular course of business: 1. Pre-closing disclosure 2. Notice of Delinquency 3. Sworn Document Authorizing Transfer of Tax Lien (Certified Statement of Transfer of Tax Lien attesting to the transfer) 4. Certified Statement of Transfer of Tax Lien 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 6. Promissory Note 7. Deed of Trust (also called Tax Lien Contract, Security Agreement, Security Instrument, Tax Lien Transfer Contract) 8. Notice of Right of Rescission (also called Right to Cancel)	**Upload via Document Upload Section of MU1**
☐	**Formation Document:** For LLC, Corporations & Limited Partnerships upload a certified copy of: 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.	**Upload via Document Upload Section of MU1**
☐	**Management Chart:** Upload an organizational chart showing the applicant's divisions, officers, and managers.	**Upload via Document Upload Section of MU1**

☐	**Organizational Chart/Description:** 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	**Upload via Document Upload Section of MU1**
☐	**Statement of Experience:** 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. A copy of the OCCC Statement of Experience form can be found by visiting: https://occc.texas.gov/sites/default/files/uploads/licensing/adm23-stmt-of-experience.pdf.	**Upload via Document Upload Section of MU1**
☐	**Registered/Statutory Agent:** 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. 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.	**NMLS**
☐	**Statement of Record:** 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 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.	**NMLS**

Updated 7/24/2024

Additional Requirements & Fees	
Application Fee	$200.00

Application Fee Additional Information	None
License Registration Fee	$600.00
License Registration Fee Additional Information	None
NMLS Processing Fee	$120.00
MU2 Credit Report Required for Direct Owners	No
MU2 Credit Report Required for Qualified Individuals	Yes
MU2 Credit Report Required for Indirect Owners	No
MU2 CBC Requirements for Direct Owner / Executive Officers	None
MU2 CBC Requirements for Indirect Owners	N/A
MU2 CBC Requirements for Qualified Individuals	N/A
New Application Financial Statement Requirement	Unaudited (reviewed)
Annual Financial Statement Requirement	Unaudited (reviewed)
Net Worth Requirement	$25,000.00
Financial Statement Guidance	None
Electronic Surety Bond (ESB) Required	No
ESB MU2 Individual Signature Required	No
ESB Minimum Bond Amount Required (Dollars)	$0.00
Alternate Security Device Upload Allowed in Lieu of ESB Submission	No
Uniform Authorized Agent Reporting (UAAR) Required	No

Mortgage Call Report (MCR) Required	No
MCR State Specific Supplemental Form Required	No
State Specific Supplemental Form Guidance	None
Money Service Businesses (MSB) Call Report Required	No
MSB Call Report State Transactions Destination Country Section Required	No
MSB Q4 Reporting Due Date	N/A
MSB Reports Required Outside of NMLS	N/A