

Who is required to have this license?

This license is required for any company (master file) or 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

Pre-requisites for transition applications?

- 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"/>	<p>BRANCH FORM (MU3):</p> <p>Step 1: Create a new Company Form (MU3) filing.</p> <p>Step 2: In the Business Activities section, click Request License.</p> <p>Step 3: Check the box next to the Property Tax Lender License Texas.</p> <p>Step 4: Enter your existing ALECS license no. in the "Existing License Number License" field.</p> <p>Step 5: Click Next.</p> <p>Step 6: 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</p> <p>Step 7: In the Attest and Submit section, attest to and submit the filing.</p>	<p>NMLS (FILING Tab)</p>
<input type="checkbox"/>	<p>OTHER TRADE NAME:</p>	<p>Upload via Document Upload Section of MU3</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 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>- Trade Name/Assumed Name Registration Certificates</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> <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. <p>The OCCC financial statement and supporting financial information forms can be found by visiting: https://occc.texas.gov/wp-content/uploads/2026/01/adm17-personal-fin-stmt.pdf</p> <p><i>Guidance Notes: Please provide financials that are less than 60 days old.</i></p>	<p>Upload via Document Upload Section of MU3 - Additional Requirements</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>To reference this requirement, please review §83.302(j) of the Texas Administrative Code:</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>Financial Statements will be attached to your record. To complete your pending Company (MU1) 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>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/wp-content/uploads/2025/11/Bank-Confirmation-bcirevised2025.pdf</p>	<p>Upload via Document Upload Section of MU3 - AddIt Requirements</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>Upload via Document Upload Section of MU3 - Good Standing Certificate</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 of the certificate, making sure that: <ul style="list-style-type: none"> ○ The "As of" date is within the last three months. ○ The status is marked as "Active" 	
<input type="checkbox"/>	<p>TRANSFER OF OWNERSHIP:</p> <p><i>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.</i></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/wp-content/uploads/2026/01/PTO_Request_NMLS.pdf 	<p>Upload via Document Upload Section of MU3 - Additional Requirements</p>

Updated 1/23/2026

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	\$25.00
Credit Report Required for Branch Manger	No
CBC Requirements for Branch Manager	N/A