TX - OCCC - Property Tax Lender Branch License		Updated: 9/25/2026
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...
Note	**NEW BRANCH LICENSE FEES:** **Total Fee: $825** Includes a **$800 TX-OCCC License Fee** and a **$25 NMLS Processing Fee**. *For any other fees, such as amendment, renewal, or other applicable fees, please refer to the appropriate fee schedule or payment instructions. Please note that fees collected through NMLS are non-refundable or transferable*	**N/A**
Note	**BRANCH (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 by visiting:https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/pubs/ugCompState/licensing/company/topics/licComp_branch_MU3newApp_creating.html?hl=creating%2Cmu3%2Cnew%2Capplication%2Cfiling Note to Sole Proprietors Sole proprietors should use their full legal name (last, first, full middle) as the company legal name. Trade names, other business names, doing business	**N/A**

	as (DBA), etc., can be added later and should not be entered as the legal name for sole proprietor account requests. If the sole proprietor does not have an IRS Employer Identification Number and uses his or her social security number (SSN) instead, the sole proprietor should enter the SSN into the Company Account Request Form. If you have questions, contact the NMLS Call Center at 855-665-7123.	
Note	**BRANCH MANAGER:** NMLS requires every licensed branch to designate a Branch Manager. The designated individual must have an active NMLS account. Any person listed as a Branch Manager on the MU3 must complete their own MU2 filing. A single individual may serve as the Branch Manager for multiple branch locations if they actively oversee those operations. *The Branch Manager may also serve as the Compliance Officer.*	**N/A**
☐	**FINANCIAL STATEMENTS:** *See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement.* • 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. See “Bank Confirmation” item below. • File name should be "TX OCCC - PTL Branch NMLS ID [Number] Financial Statement.pdf" 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-finstmt.pdf • https://occc.texas.gov/wp-content/uploads/2026/01/adm18-fin-sched-1-3.pdf • https://occc.texas.gov/wp-content/uploads/2026/01/adm19-fin-sched.pdf	**Upload via Document Upload Section of MU3 - Additional Requirement(s)**

<table>
<tr><td></td><td>Guidance Notes: Please provide financials that are less than 60 days old. 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.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."

To reference this requirement, please review §83.302(j) of the Texas Administrative Code:

https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F26%2F2025&recordId=193118

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.</td><td></td></tr>
<tr><td>☐</td><td>BANK CONFIRMATION:

Please upload a completed bank confirmation form found at the link below.
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.
To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/wp-content/uploads/2025/11/Bank-Confirmation-bcirevised2025.pdf</td><td>Upload via Document Upload Section of MU3 - Additional Requirement(s)</td></tr>
<tr><td>☐</td><td>CERTIFICATE OF GOOD STANDING:

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.</td><td>Upload via Document Upload Section of MU3 - Good Standing Certificate</td></tr>
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	Instructions:
	
	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:
	    o The "As of" date is within the last three months.
	    o The status is marked as "Active"
	5. File should be named "TX OCCC - [Company Legal Name] Certificate of Good Standing.pdf"	

☐	**OTHER TRADE NAMES (OTN):** A Company or Branch sometimes uses a name that is not its official legal name. This extra name might be called a: Trade Name | Assumed Name | Doing Business As (DBA) Any extra name must be listed in the Other Trade Names section of the Company Form (MU1) and a copy of the TX-SOS Assumed Name certificate should be uploaded to the MU1 Document Upload Section. Sole Proprietors, please submit your Other Trade Name, (Assumed Name Certificate (ANC) or Doing Business As (DBA) document) documentation in the MU1 Document Upload Section. File should be named "TX-OCCC – OTN Supp Doc.pdf" <u>One OTN Allowed Per License</u> Each Company license and each Branch license can include one extra trade name at no additional cost. **<u>Other trade name licenses</u> are required when you use two or more trade names at one address.** <u>Multiple Branches with the Exact Same Extra Name</u> Even if multiple branches use the exact same trade name, each branch that operates under **two or more trade names** must obtain its own **OTN–Branch License** for each additional trade name requiring licensure.	**Upload via Document Upload Section of MU3 - Trade Name/Assumed Name Registration Certificates**

Examples

Company License Example

Gold Financing Company uses:

“Silver Financing” → first extra name → no extra license
“Bronze Financing” → second extra name → needs OTN–Company License

Branch License Example

Branch #1

Gold Financing Company of Austin → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #2

Gold Financing Company of Manor → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #3

Gold Financing Company of Killeen → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

In the example above, Gold Financing Company would need:

- 1 Company License and 1 OTN Company License as well as,
- 3 Branch Licenses and 3 OTN Branch Licenses

Required Supporting Documents for an OTN License

When applying for an OTN license in NMLS, upload documents in the MU1 form under Trade Name/Assumed Name Registration Certificates and name the file: "TX-OCCC – OTN Supp Doc.pdf” Acceptable supporting documents:

	Assumed Name Certificate (ANC) from the Texas Secretary of State DBA certificate (for sole proprietors), usually from a county clerk or state agency *Certificates are generally only valid for 10 years. Please confirm that your certificate is active before uploading. Expired certificates are not accepted.* **If you are not sure whether you need a DBA (Doing Business As) or Assumed Name Certificate, or if you need help getting a copy, please contact the Texas Secretary of State at (512) 463-5555 or visit https://www.sos.state.tx.us/corp/index.shtml.** **Sole proprietors should contact their local county clerk's office for information about DBA and assumed name filings.**	
☐	**TRANSFER OF OWNERSHIP:** 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. Please provide documentation evidencing the transfer of ownership, which may include: A copy of the asset purchase agreement when only assets have been purchased A copy of the purchase agreement or other evidence relating to the acquisition of the equity interest of the licensee Documents transferring ownership by gift, devise, or descent (e.g., probated will or court order) Any other documentation evidencing the transfer event File name should be “TX OCCC - PTL Transfer of Ownership.pdf” Such documentation must clearly demonstrate the seller’s (_______) intent to transfer the license or ownership interest to the buyer (___________). 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.	**Upload via Document Upload Section of MU3 - Additional Requirement(s)**

	This form is available at the following link: https://occc.texas.gov/wp-content/uploads/2026/09/PTO_Request_NMLS.pdf **This item is not a required item and only applies to ownership transfers.** NOTE: Regarding EIN Changes - If the transfer of ownership results in a change to the business's EIN, please contact the NMLS Call Center for guidance. EIN changes cannot be processed within the existing account.	

Updated 9/25/2026

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