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COMMISSIONER OF FINANCIAL  
REGULATION  
LICENSEE ADVISORY

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July 28, 2017

**MORTGAGE LOAN ORIGINATOR & LENDER LICENSING ADVISORY**

The Office of the Commissioner of Financial Regulation ("OCFR") continuously looks to improve its processes by minimizing the documents requested outside of the **Nationwide Multistate Licensing System & Registry** ("NMLS") thereby reducing the burden on all licensees. As part of these efforts, the OCFR now requires the following.

**Affidavit of Maryland Mortgage Originator Activity and Distance Affidavit**

**Current Policy**

- All required Mortgage Loan Originator ("MLO") Affidavits are emailed, faxed, or sent by regular mail to the OCFR.
- Distance Affidavit: Submit the Maryland Distance Affidavit for any mortgage loan originator applicant whose physical work location (listed in the employment history section of Form MU4) is not within a reasonable commuting distance (75 miles) from that applicant's residential address. If the Maryland licensed (or registered) employer chooses not to license the loan originator's residential address as a Maryland Mortgage Lender branch, the sponsoring employing company **MUST** acknowledge compliance with Maryland law by completing and submitting the Distance Affidavit.

**New Policy**

- All required MLO Affidavits are to be uploaded to the MLO's NMLS record in the "Verification of Experience" folder.
- Distance Affidavit: No longer required. In accordance with COMAR 09.03.09.07 (B), effective July 31, 2017, a mortgage loan originator may take a loan application or offer or negotiate terms of a mortgage loan at a location other than the address that appears on the license or licenses of the mortgage loan originator's employer if neither the mortgage loan originator nor the mortgage loan originator's employer:
  1. Owns or leases the location for the purpose of conducting mortgage lending business;
  2. Indicates or suggests by use of signage that the mortgage loan originator or the mortgage loan originator's employer utilizes the location for taking mortgage loan applications or negotiating terms of mortgage loans;
  3. Advertises that the mortgage loan originator or the mortgage loan originator's employer takes mortgage loan applications or offers or negotiates terms of mortgage loans at the location;
  4. Maintains work space, telephone service, or internet service at the location in the name of the mortgage loan originator or the mortgage loan originator's employer for the purpose of conducting mortgage lending business;
  5. Receives mail relating to the mortgage lending business at the location; or
  6. Stores books or records relating to the mortgage lending business at the location.

For any questions or additional information, you may contact Arlene F. Williams, Mortgage Licensing Supervisor/Acting Director of Licensing, at 410-230-6068 or via email at [arlenef.williams@maryland.gov](mailto:arlenef.williams@maryland.gov).



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