

**APPLICATION FOR EXCLUSIVE AGENT QUALIFICATION
PURSUANT TO CHAPTER 16 OF TITLE 6.2 OF THE CODE OF VIRGINIA**

INFORMATION AND INSTRUCTIONS

Each individual wishing to become an exclusive qualified agent for a licensed Virginia mortgage broker must complete and file this form. Additional information, attachments, and documents must be filed on **8 1/2" x 11"** paper.

The following documents must be submitted with the application:

1. A check for the qualification fee, payable to the Treasurer of Virginia. The fee is \$500 for each individual and is not refundable.
2. A properly executed, current (less than 90 days old) Personal Financial Report and Disclosure Statement form CCB-1123 (Rev. 10-01-10). *The report must be executed with an original signature.* Personal Financial Report and Disclosure Statement forms are confidential.
3. An Employment and Business Affiliation Disclosure Form, CCB-1150 (Rev. 10-01-10).
4. Describe the experience (business qualifications) which qualify the applicant to become a Virginia mortgage broker.
5. List any professional licenses granted to the applicant by governmental departments or agencies over the last five years.
6. Authorization form CCB-1149 for a reference from a bank or depository institution with which the applicant has had a deposit account for at least one year. (Form CCB-1149 and bank references are confidential.)

The Bureau will review the application and accompanying materials for completeness upon receipt. **Applications that are not substantially complete will be returned.** Thus, full and complete answers should be given at the outset of the application process.

You must immediately advise the Bureau of any occurrences that would alter your responses to the questions in this application. Failure to disclose any changes within ten days of becoming aware of them may result in delay or denial of your application.

As a general rule, documents filed with the Bureau of Financial Institutions become part of the public record. Except as permitted or required by law, the following shall be kept confidential: Personal Financial Report and Disclosure Statements, other documents which disclose personal account information, financial statements for sole proprietors, and information which could endanger the safety and soundness of a depository institution. Upon request, the Bureau will consider for confidential treatment any other documents or portions of the application that the applicant considers of a proprietary and personal nature. The request for confidential treatment must discuss the justification for the requested treatment, specifically demonstrating the harm (for example, loss of competitive position or invasion of privacy) that may result from public release of the information. Information for which confidential treatment is requested should be: (1) specifically identified in the public portion of the application (by reference to the confidential section); and (2) specifically separated and labeled "Confidential". The Bureau will advise the applicant if the request for confidentiality cannot be honored.

To view the entire Confidentiality Policy Statement of the Bureau of Financial Institutions or to download this application form or a related form, visit the Bureau's website at www.scc.virginia.gov/bfi.

Information about appeals: All applications are investigated by the Bureau of Financial Institutions. Certain application decisions are made by the Commissioner of Financial Institutions under delegated authority from the State Corporation Commission. In the event you wish to appeal either a determination made by the Bureau of Financial Institutions in the course of its investigation of your application or the Commissioner of Financial Institutions' decision on your application, you may request a formal review by the State Corporation Commission in accordance with its Rules of Practice and Procedure (www.scc.virginia.gov/case).

Inquiries concerning the preparation and/or filing of this application should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX: (804) 371-9416.

APPLICATION FOR EXCLUSIVE AGENT QUALIFICATION

**Bureau of Financial Institutions
State Corporation Commission
1300 East Main Street, Suite 800
Post Office Box 640
Richmond, Virginia 23218-0640**

The undersigned hereby applies to the State Corporation Commission for a mortgage broker exclusive agent qualification. In support of this application, the following representations are made:

1. This application is to qualify to broker mortgage loans as exclusive agent for:

(name and address of licensee)

2. Applicant Name: _____

3. Applicant's Mailing Address: _____

4. List the location of the office at or from which business is to be conducted. (Street, Town, City or County, Zip Code, or other identification and telephone number):

5. Have you or any entity in which you were a director, officer, or principal owner applied for a license or other authority with this Bureau within the last ten (10) years? If yes, attach complete details of the outcome of the application including dates of approval, denial or withdrawal.

Yes _____ No _____

6. Have you or any entity in which you were a director, officer, or principal owner ever been refused a license to engage in any business or had any such license suspended or revoked by any state or federal agency, or surrendered a license in lieu of threatened or pending license revocation, license suspension, or other regulatory or enforcement action?

Yes _____ No _____ If yes, attach complete details of the refusal, suspension or revocation.

7. Have you or any entity in which you were a director, officer, or principal owner ever entered into, or otherwise agreed to the entry of, a settlement or consent order, decree, or agreement with or by a state or federal regulatory agency, or has any state or federal regulatory agency ever (i) imposed a fine upon you or any such entity, (ii) required you or any such entity to make restitution or refunds to consumers in excess of \$20,000, (iii) ordered you or any such entity to cease and/or desist from engaging in a particular act or practice, or (iv) taken any other regulatory or enforcement action against you or any such entity (excluding license revocation or suspension)?

Yes _____ No _____ If yes, provide complete details.

