



Change of Control Checklist Jurisdiction-Specific Requirements



LOUISIANA LICENSED COMPANY CHANGE OF CONTROL

NMLS Unique ID Number: _____

Applicant Legal Name: _____

Prior written approval is required for a change of control.

LSA-R.S.6:1090(B)(1) states, “No person shall acquire or control a license to make or broker residential mortgage loans through the acquisition or control of fifty-one percent or more of the ownership interest in a licensee without first having obtained written approval from the commissioner, pursuant to an application for a change of control in ownership of the licensee, filed in the manner and on a form prescribed by the commissioner and accompanied by a fee of three hundred dollars. Any person who acquires controlling interest in a licensee without first having filed an application for change of control with the commissioner, shall be deemed to be operating without proper authority under this Chapter and is subject to the penalties of R.S. 6:1092(C).”

Persons or entities proposing to acquire control of licensees must have *prior* written approval from the Commissioner of Financial Institutions. The request must include the following:

- 1) Proposed date for change, including names of all parties involved.
- 2) New backgrounds submitted via the NMLS.
- 3) \$300 change of control fee, check made payable to Office of Financial Institutions.

Once written approval has been received from this Office and the change is complete, the following information must be submitted:

- 1) Copy of the Act of Sale, if applicable.
- 2) A letter from the bonding company (if applicable) stating that they are aware of the change of control and that the bond is still in effect.
- 3) A copy of the Board Resolution (if corporation).
- 4) Signed copy of amended Operating Agreement (if LLC).
- 5) Signed copy of Partnership Agreement (if Partnership).
- 6) Name, address, and phone number of the registered agent for service of process.
- 7) A Certificate of Resolution for each person having signing authority for the company.

Supporting documentation as noted in the checklist must be provided along with this checklist to the following:

For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov. Technical support questions about the NMLS or questions concerning how to create a filing should be directed to the **NMLS Call Center at 1-855-665-7123**.

CERTIFICATE OF RESOLUTION

This form must be completed by all applicants, except sole proprietors, and must include the applicant's full name, including trade name(s), DBA name(s), or assumed name(s), if applicable.

This is to certify that at a Regular or Special meeting of the Board of Directors/or
 Members/ or Partners of _____
Name of applicant/company

organized under the laws of the State / Commonwealth of _____ held at

_____, _____, _____
Street address City State Zip Code

on the _____ day of _____ 20____, the following resolution was
duly and legally presented and adopted, to wit:

It being the desire and purpose of _____
Name of applicant/company

to be licensed or registered, BE IT RESOLVED, that _____
Name of authorized representative

who is the _____ of this limited liability company, corporation,
Title of authorized person

limited partnership, or general partnership is, in his/her official capacity, hereby authorized

and directed to prepare, execute, verify, and present to the proper state authority, for filing, a written application for
licensure. Further, he/she is hereby authorized and empowered to make, sign

and execute all documents pertaining to the application and to perform every act whatsoever as required to file

the application on behalf of _____
Name of applicant/company

AUTHORIZED SIGNATURE

(If corporation, this form must be signed by Board Secretary)

(If LLC, this form must be signed by Managing Member)

TITLE : _____

DATE: _____

AGENT FOR SERVICE OF PROCESS AND ACKNOWLEDGEMENT

(For Corporations, LLCs, and all Out-of-State Entities)

Louisiana Agent for Service of Legal Process:

(a) Name of Agent: _____

(b) Address: _____

City: _____ State: _____ Zip Code: _____

(c) Business telephone number: (____) _____

I hereby acknowledge and accept the appointment of registered agent for and on behalf of

Name of Licensee

Signed by: _____
Registered Agent or Authorized Representative

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public

**Should the licensee/registrant change its Agent for Service of Process, a new
acknowledgement form reflecting such change is required to be submitted to this Office.**