

STATE OF DELAWARE
OFFICE OF THE STATE BANK COMMISSIONER
1110 FORREST AVENUE
DOVER, DELAWARE 19904

Telephone No. (302) 739-4235

www.banking.delaware.gov

Fax No. (302) 739-2356

**RENEWAL APPLICATION
FOR LICENSE UNDER CHAPTER 22
LICENSED LENDERS**

Website Address: _____

1. Name of Licensee: _____
FIN or SSN: _____

2. Contact person and phone number for application:

Name/Title	Telephone Number/Extension	Fax No.	Email Address
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3. Address of principal office where Delaware business is being conducted: **The renewal application cannot be used to notify this office of address changes or to apply for new branch offices.** Please contact this office for instructions on the proper procedure for address changes/applying for new offices.

No. & Street	City	State	Zip Code	Telephone #
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(Must be consistent with current address on record)

4. Additional licensed locations being renewed:

No. & Street	City	State	Zip Code	Telephone #
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No. & Street	City	State	Zip Code	Telephone #
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No. & Street	City	State	Zip Code	Telephone #
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No. & Street	City	State	Zip Code	Telephone #
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(Must be consistent with current addresses on record):

If additional space is required, attach list.

5. All licensees must provide information regarding their Registered Agent for service of process in Delaware.
- (a) Businesses organized in Delaware may designate the business itself, an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 132(a), Title 8 of the Delaware Code.
- (b) Businesses organized in locations other than Delaware may designate an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 371(b)(2), Title 8 of the Delaware Code.

Name, Street Address, and Telephone Number of Registered Agent:

6. Licensee is formed as a:

☐ Corporation ☐ Partnership Sole Proprietorship
☐ LLC ☐ Other (provide type) _____

State of Formation: _____ Date of Formation: _____

7. (a) Please provide an updated list of Principals (officers, directors, partners, members, owner, senior management etc.) of the business including full name, title, residential address, business address, date of birth, and, if a director, the date term expires.
- (b) Personal resumes and personal financial statements for all **new** principals (including senior management) of the business must be submitted with this renewal application. Personal resumes should include a detailed work history. Personal financial statements must be in the form of a Balance Sheet and not more than six months old. **Tax forms, credit bureau histories, and statements of net worth will not be accepted.**
8. Please provide an updated list of all individuals and businesses with an ownership interest in the licensee, including full name, residential address, business address, and number of shares held or percentage of ownership. If the licensee is a subsidiary of a parent company, provide the entire ownership chain up to the ultimate owner (individual or publicly traded company).
9. Please provide an updated list of managers of all locations to be licensed. Provide the resume of any location manager hired or promoted after last year's renewal was submitted (or during 2023). Personal resumes should include a detailed work history.
10. Please provide a recent Balance Sheet (**must reflect adequate capital in accordance with Chapter 22, Section 2228(a), Title 5, Del. C.**) and Income Statement (Profit/Loss) of the licensee (within the last six months). **PLEASE NOTE:** Owners of sole proprietorships must also provide detailed personal financial statements.
11. If the licensee's capital stock is owned in whole or in part by a parent company, a recent Balance Sheet and Income Statement (Profit/Loss) must be submitted for the parent (within the last six months).
12. (a) Please submit a detailed Delaware business plan (types of products offered, where Delaware business is conducted, number of employees, marketing, etc.).

(b) What is your maximum loan amount? _____

Check one:

- ☐ Applicant maintains a portfolio of closed loans.
☐ Applicant sells all loans within 120 days of closing, without recourse.

13. SURETY BOND AND/OR LETTER OF CREDIT

Please indicate which of the following applies:

- _____ a) Attached is a copy of our continuous surety bond.
- _____ b) Attached is an original continuation certificate extending the validity of our surety bond through and including December 31, 2024 (or later).
- _____ c) Attached is an original amendment to our irrevocable letter of credit extending the validity of the LOC through and including December 31, 2026 (or later).
- _____ d) Attached is a copy of our irrevocable letter of credit, which is already valid through and including December 31, 2026 (or later).
- _____ e) Attached is a brand new, original surety bond valid through and including December 31, 2024 **OR** a brand new, original irrevocable Letter of Credit valid through and including December 31, 2026.
14. Have you or any owner, officer, director, partner, member, employee or agent of your organization been convicted of a criminal offense **since the last time this information was disclosed? Include past incidents that have only recently come to your attention, such as information about new employees.** Yes _____ No _____
15. Have you or any owner, officer, director, partner, member, employee or agent of your organization ever used an alias or been known by any other name (other than “maiden/married”) **since the last time this information was disclosed?** Yes _____ No _____
16. Has the licensee, you or any owner, officer, director, partner, member, employee or agent of your organization ever had any license (other than driver’s license) suspended, revoked, or denied or has any regulator imposed a fine or taken other type of disciplinary action **since the last time this information was disclosed as part of an application process?** Yes _____ No _____
17. If the answer to questions 14, 15, or 16 is “yes”, please attach a separate page giving details. If the answer to 14 **and/or** 16 is yes, please provide photocopies of all legal and/or regulatory documents that pertain to the matter (i.e., Consent Agreement, Cease and Desist Order, Revocation Order, Reinstatement Order, Court documents, etc.).
18. Reports, Invoices and Exam Violations.
- a) The filing of all reports, such as Report of DE Assets and Report of DE Loan Volume, must be up to date. Licensees behind on filing will not be considered approved until the missing reports are received by this office.
- b) Please note that all outstanding invoices must be paid before a renewal application will be considered for approval.
- c) **If you have been examined by this office and received a report listing violations, please note that you must respond to this office and clear the violations before a renewal application will be considered for approval.**
19. Application Submission Information.
- An annual license renewal fee of \$250.00 per location must be submitted with this renewal application.
 - **Short Term Consumer and Title lenders – please remit the \$1,500.00 per location surcharge.**
 - Please make checks payable to *State of Delaware* and reference it as “Renewal Fee.”
 - **Applications received on or before the December 1, 2023, deadline, but without all required fees, will be considered late and treated accordingly.**
 - **If you are not renewing a particular licensed location, you must state this in writing on your letterhead.**

20. Address(es) where loan files and other records will be kept for examination purposes:

21. Address(es) where actual examination will be conducted:

[illegible]

I hereby certify that I am authorized to sign and submit this application for licensure on behalf of the licensee, in my role as principal of said company, and that the information contained herein is true and correct to the best of my knowledge and belief

Full Corporate Name

Corporate Seal

* _____ Check here if you do not have a corporate seal

***If company has had a seal in the past and no longer has one, please attach an explanation.**

Signed: _____

Principal

Sworn to and subscribed before me this _____ day of _____, 2____.

Signature of Notary Public

My Commission expires on _____.

NOTARY SEAL

LICENSED LENDERS

Name of Licensee: _____

EMPLOYER IDENTIFICATION NUMBER: _____

A contact and all requested information must be provided for each of the following categories:

Supervisory Assessment:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

License Renewal:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

Examination:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

Complaints:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

Public Contact:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

MLO License Renewal:

Name and Title	Telephone #/Ext. #
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Email Address	Fax #
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Mailing Address

Changes in the above contacts must be reported to our office immediately.

BUSINESS SURVEY

Licensee: _____

Please indicate the types of lending in which your company engages under your Delaware Licensed Lenders license:
(Check all that apply and return with your completed renewal application)

- ☐ Purchase Money Mortgages up to 80%
☐ Purchase Money Mortgages up to 100%
☐ Piggyback/Purchase Money (closed simultaneously)
☐ Construction/Permanent
☐ Mortgage Refinance Loans up to 80%
☐ Mortgage Refinance Loans more than 80% but not more than 100%
☐ Mortgage Refinance Loans up to 125%
☐ Equity Loans (closed end) up to 80%
☐ Equity Loans (closed end) up to 100%
☐ Equity Loans (closed end) up to 125%
☐ Equity Loans (open end) up to 80%
☐ Equity Loans (open end) up to 100%
☐ Equity Loans (open end) up to 125%
☐ Loan Brokerage
☐ Refund Anticipation Loans
☐ Reverse Mortgages
☐ HOEPA Loans
☐ Negative Amortization Loans (if more than 1 product describe below)
☐ Short Term Consumer Loans (\$1,000 or less, repayment period of less than 60 days)
☐ Unsecured Consumer Loans (repayment period of more than 60 days)
☐ Secured Consumer Loans (repayment period more than 60 days, not secured by real property or motor vehicle)
☐ Consumer Loan, secured by motor vehicle title (repayment terms of 181 days or more)
☐ Title Loans
☐ Loans for the purchase of motor vehicle (not on retail sales contracts)
☐ Purchase of distressed closed loans (no origination or refinancing)
☐ Other: _____

SUBPRIME

List your subprime products, if not listed above. If listed above, place an asterisk beside each of your subprime products

Contact Name, Title, Phone Number and Date