

## FLORIDA STATE REQUIREMENTS FOR 3RD PARTY PROCESSING COMPANIES

The majority of our partners that utilize 3rd Party Processing are companies in the Midwest and Florida. We want to clearly list our requirements in **Florida**:

- The individual contract process must have submitted to the state a Form OFR-494-13 (Declaration of Intent to Engage Solely in Loan Processing Form) and provide us with a copy.
- The individual contract processor must be personally registered with the FL Secretary of State or have a business registered with the Secretary of State (The business is not required to have a NMLS ID). The business must be active.
- The individual contract processor must be a licensed LO in the state of Florida (see FL requirements below – directly off the LO licensing checklist in NMLS for Florida).

### 11. Other Information – Loan processors:

A licensed loan originator who acts solely as a loan processor and contracts with more than one mortgage broker or mortgage lender, or either simultaneously must file with the Office of Financial Regulation a Declaration of Intent to Engage Solely in Loan Processing, Form OFR-494-13.

A person who seeks to act solely as a loan processor shall:

- (a) Be licensed as a loan originator under Chapter 494, F.S., and must at all times thereafter remain licensed; and
- (b) Submit a completed Form OFR-494-13 (Declaration of Intent to Engage Solely in Loan Processing) to the Office of Financial Regulation at the address below.

A person who currently has on file with the Office of Financial Regulation a Declaration of Intent to Engage Solely in Loan Processing may withdraw the declaration by filing Form OFR-494-13 (Declaration of Intent to Engage Solely in Loan Processing) with the Office of Financial Regulation indicating on the form the person's intent to withdraw the declaration.

For U.S. Postal Service:

Division of Finance  
Bureau of Regulatory Review  
200 East Gaines Street  
Tallahassee, FL 32399-0376

For Overnight Delivery:

Division of Finance  
Bureau of Regulatory Review  
200 East Gaines Street  
Tallahassee, FL 32399-0376