



Change of Principal Office Address Affirmation

TO BE COMPLETED BY MORTGAGE BANKERS, MORTGAGE BROKERS AND MORTGAGE LOAN SERVICERS)

I, _____
Individual's Full Name (First, Last)

_____ of _____
Title Name of Entity

Do hereby subscribe and affirm, under penalty of perjury, that:

- I have personally reviewed the application and supporting documents submitted to relocate the principal (headquarter/main) office

From:

Street Address: _____ Floor/Suite: _____

City: _____ State: _____ Zip Code: _____

To:

Street Address: _____ Floor/Suite: _____

City: _____ State: _____ Zip Code: _____

- I certify that the application and supporting documents do not contain any untrue statement or omission of any material information or fact;
- Occupancy of the proposed location by the applicant is governed by a Lease and/or Sub-lease agreement, inclusive of assignments, modifications and amendments, that complies with the following: (i) list the New York licensed name of the applicant; (ii) contains complete address including, suite or floor, as applicable, of the proposed location; (iii) covers a term of not less than 6 months and does not contain language making the lease a month-to-month lease or sublease; and (iv) provides for exclusive use by the applicant;
- The applicant received the landlord's consent to sublease for all premises with a master lease or assignment containing a provision that requires such consent;
- The Lease and/or Sub-lease agreement, as applicable was executed by an Executive Officer or control person who has been fully vetted by the Department as an officer or control person of the applicant;

☐ Select if the premises/building where the proposed principal office will be located is owned by the applicant or a principal owner of the applicant;

☐ Select if the proposed location is used as the residence of a principal owner of the applicant;

- The applicant has the appropriate zoning documents and, if applicable, homeowners' association approval demonstrating that the applicant is allowed to conduct mortgage related business on the premises of the proposed residential location;
- The applicant has taken steps to ensure that the proposed principal office location is properly structured to facilitate physical separation between the applicant's business activities and any other activities conducted on such premises;

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☐ Select if the proposed principal office location shares space with or is physically located on the premises of a real estate firm, real estate broker, real estate salesperson or law office.

☐ Select if the proposed principal office location will be in an Executive Office Suite;

- That the owner and/or operator of the Executive Office Suite has granted the applicant exclusive use of private office identified as Suite _____, and that such space remains available to the applicant for continuous use during the period of rental which shall be no less than 6 months;
- I understand that false statements in this application are grounds for denial. Also, that the intentional offering of a written statement to a public official that contains a false statement of false information and swearing falsely to a statement are each punishable as a Class A Misdemeanor under Section 175.30 and Section 210.45 of the New York Penal Law;

Signature: _____

Date: _____

THIS FORM MUST BE COMPLETED BY AN OWNER OR OFFICER THAT HAS BEEN REVIEWED AND VETTED BY THE DEPARTMENT FOR THE ENTITY LISTED ABOVE.