



# LENDING MANAGER EXPERIENCE DOCUMENTATION FORM

State of Utah  
Department of Commerce  
Division of Real Estate

Please complete (type or print), sign, and submit this **form** (fax, mail, email or in person) along with all necessary documentation.

**\*MUST HAVE APPROVAL FROM THE DIVISION PRIOR TO TAKING PRE-LICENSE EDUCATION AND EXAM\***

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Utah law requires 3 years within the past 5 years of *licensed* experience with the principle responsibility of loan origination as a Utah licensed Mortgage Loan Originator or a licensed originator from another state. The Division will also accept loan origination experience from a depository institution if it was your primary responsibility. If an individual is unable to document their experience as either a licensed loan originator or a loan originator for a depository institution, their application will be denied.

- Check if qualifying as Mortgage Loan Originator licensed/registered with the Utah Division of Real Estate.  
License Number: \_\_\_\_\_ Years \_\_\_\_\_ Months
- Check if qualifying as a licensed originator from another state. *You must provide a complete license history or certification of licensure.* \_\_\_\_\_ Years \_\_\_\_\_ Months
- Check if qualifying for experience originating with a depository institution. *To document three years experience with the primary responsibility of loan origination, the Division will accept a letter on company letterhead from your supervising employer or human resource department attesting that your primary duty was first residential mortgage loan origination.*  
\_\_\_\_\_ Years \_\_\_\_\_ Months

Document your experience in the fields below:

Employer:	Supervisor:	From	To
Address:		Phone:	
Job Description:			
Employer:	Supervisor:	From	To
Address:		Phone:	
Job Description:			
Employer:	Supervisor:	From	To
Address:		Phone:	
Job Description:			
Employer:	Supervisor:	From	To
Address:		Phone:	
Job Description:			
Employer:	Supervisor:	From	To
Address:		Phone:	
Job Description:			

If additional space is needed, attach a separate sheet.

Under penalty of perjury, I attest that the information submitted on this application is true and correct. I understand that willfully submitting false information can result in license revocation and/or criminal prosecution. I attest that I have read and understand the Utah Mortgage Licensing Statutes of the Rules promulgated thereunder, and that I agree to abide by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_