

**MARYLAND COMMISSIONER OF FINANCIAL REGULATION**  
**LICENSEE'S ELECTRONIC AND OFF-SITE RECORD STORAGE**  
**ATTESTATION**

Pursuant to Maryland law (Md. Code Ann., Financial Institutions §11-513(c) and COMAR 09.03.06.05A(1)), a mortgage lender licensee may retain books and records at a location other than the licensed location on approval of the Commissioner, or in an approved electronic format.

In accordance with COMAR 09.03.06.05A(2), a mortgage lender licensee who wishes to use off-site or electronic storage as a primary means of storing records of mortgage loans should complete and upload this document to its NMLS record, under "Company Staffing and Internal Policies." Such storage will then be considered approved by the Commissioner.

**NOTE:** Approval IS NOT REQUIRED if a licensee maintains all original books and records at its licensed location for the length of time prescribed by COMAR 09.03.06.05A(5), and uses electronic or off-site storage only as a secondary means of record storage, or as a means to store records beyond the required length of time. However, such storage is otherwise subject to the requirements of COMAR 09.03.06.05A.

\_\_\_\_\_, Maryland Mortgage Lender license number(s) \_\_\_\_\_:  
Name License numbers

shall utilize off-site storage of original documents as its primary means of retaining books and records for Maryland mortgage loans. The undersigned attests that the following are true:

- Records are stored at \_\_\_\_\_, \_\_\_\_\_.  
Name of storage provider Address
- Records are stored in accordance with the requirements for off-site storage set forth in COMAR 09.03.06.05A(4).

shall utilize electronic storage as its primary means of retaining books and records for Maryland mortgage loans. The undersigned attests that the following are true:

- Records are stored in the following electronic format(s): \_\_\_\_\_.
- Records are stored in accordance with the requirements for electronic storage set forth in COMAR 09.03.06.05A(3).

Attested by \_\_\_\_\_, \_\_\_\_\_, on behalf of \_\_\_\_\_  
Name Title Licensee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date