

# NJDOBI Location of Records Agreement Form

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**STATE OF NEW JERSEY  
DEPARTMENT OF BANKING AND INSURANCE  
DIVISION OF BANKING  
OFFICE OF CONSUMER FINANCE  
("NJDOBI")**

## LOCATION OF RECORDS AGREEMENT

LICENSEE NAME & ADDRESS (including email address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED REPRESENTATIVE/PHONE NUMBER: \_\_\_\_\_

LICENSE TYPE: \_\_\_\_\_

NMLS # (if applicable): \_\_\_\_\_

NJDOBI LICENSE REFERENCE #: \_\_\_\_\_

LOCATION OF RECORDS: \_\_\_\_\_

\_\_\_\_\_

**The Licensee named above and NJDOBI hereby agree that:**

1. Licensee has requested in writing to keep its paper and/or electronic records ("records") at the location identified above.
2. Licensee agrees that NJDOBI may require the production of records subject to this Agreement by either:
  - a. Directing the Licensee to produce records in print and/or electronic format at a site in this State selected by NJDOBI; or
  - b. Directing to produce records at the site specified above or at some other mutually agreed upon site, in print and/or electronic format.
3. Licensee agrees to produce records subject to this Agreement within three (3) business days of receipt of a request from NJDOBI.
4. Licensee shall not move records from the site specified above without prior NJDOBI approval. This Agreement shall continue to apply to records that have been moved unless and until NJDOBI approves this Agreement's termination or replacement.

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5. Licensee agrees that NJDOBI retains all rights afforded under law for the inspection, examination, and seizure of any records that are the subject of this Agreement.
6. NJDOBI reserves the right to rescind this agreement at any time upon notice to Licensee, and Licensee shall comply with applicable recordkeeping location requirements within no less than 60 days of receipt of such notice.
7. Authorized Signatories.

### For Licensee:

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For NJDOBI:

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date