



Mortgage Company Branch Surrender Checklist

Jurisdiction-Specific Requirements



NEVADA MORTGAGE COMPANY BRANCH LICENSE

Instructions:

1. A mortgage company may not close a branch office until the Commissioner has approved the closure. A mortgage company must complete the Nevada Request for Approval of Office Closure Form and upload it to the "Additional Requirements" section on the appropriate MU3 in NMLS. The form requires the mortgage company to provide the following information:
 - The status of any incomplete applications for mortgage loans and the manner in which the loans will be finalized;
 - An accounting of any trust account maintained by the mortgage company and the plan for distribution of money in the account; and
 - The name, telephone number and mailing address of the person who will be responsible for the maintenance of the records of the mortgage company. After surrender of the license, the mortgage company is still required to maintain records pursuant to subsection 1 of NRS 645B.080 and NAC 645B.077.
2. At submission of the Request for Approval of Office Closure Form, the mortgage company must file the surrender request for the office(s) through the NMLS. A mortgage company must maintain at least one office in Nevada to maintain their Nevada license. If a mortgage company surrenders all Nevada office licenses, they must also surrender their out-of-state home/main/corporate and branch offices originating licenses, as applicable.
3. The mortgage company must terminate or amend, any relationships and/or sponsorships for mortgage loan originators associated with the office through NMLS.
4. There is no fee to surrender a license or close a branch; however, a licensee is required to remit payment for any fees, assessments, costs, fines or settlement amounts owed the Division prior to closure.

UPLOAD THIS FORM WITH THE LISTED ITEMS

NMLS Company Unique ID: _____

Nevada License Number: _____

Company Legal Name: _____

ATTACHED	ITEM
<input type="checkbox"/>	REQUEST FOR APPROVAL OF OFFICE CLOSURE FORM: This form is required when a licensee surrenders their license or closes an office. Click to download form.

WHO TO CONTACT – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to mldlicensing@mld.nv.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH IT IS SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.