



Mortgage Company Surrender Checklist

Jurisdiction-Specific Requirements



NEVADA MORTGAGE COMPANY LICENSE

Instructions

1. A licensee may not surrender a license or close his or her principal or 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:
2. File the surrender request through the NMLS.
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; however, closure approval will be withheld by the Division until any outstanding fees, assessments, fines, or costs owed to the Division have been remitted in full.

Agency specific requirements marked **Attached** on the checklist below must be uploaded within 5 business days of the electronic submission of your application through NMLS.

NMLS **Company** Unique ID Number: _____

Nevada License Number: _____

Company Legal Name: _____

ATTACHED	ITEM
<input type="checkbox"/>	Request for Approval to Close Office/Surrender License: Complete and submit the below form. Click to download form. This form must be uploaded to the “Additional Requirements” section of the MU1.

WHO TO CONTACT – Contact Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to mildlicensing@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.