



# Surrender

Jurisdiction-Specific Requirements



## WEST VIRGINIA MORTGAGE BROKER LICENSE

### Instructions

1. Licensee must notify the West Virginia Division of Financial Institutions (WVDFI) through NMLS within 30 days of terminating business under this license or public announcement of the planned termination, whichever is earlier.
2. Each licensee must submit a Statistical Activity Report covering all loan activity since the last annual report. The Statistical Activity Report must be accompanied by the applicable loan assessment fees (\$5 per loan) as required by W. Va. Code.
3. Mortgage Loan Originators sponsored by this license will be changed to an “Approved – Inactive” status as of the date of surrender of the company license.
4. The licensee must submit any documents required within 5 business days of the electronic submission of surrender through the NMLS by uploading to Document Uploads or via email to the WVDFI licensing staff listed below.

NMLS Unique ID Number: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>STATISTICAL ACTIVITY REPORT</b>

**WHO TO CONTACT** – Contact WVDFI licensing staff by phone at (304) 558-2294 or via e-mail:

Lisa Miller at [lmiller@wvdob.org](mailto:lmiller@wvdob.org) or  
Kim Compton-Goff at [kcompton-goff@wvdob.org](mailto:kcompton-goff@wvdob.org)

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE 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.