



Surrender Checklist

Jurisdiction-Specific Requirements



GEORGIA MORTGAGE LENDER LICENSE

Instructions

1. File the surrender request through the NMLS.
2. There is no fee to surrender.
3. Send a letter to Georgia requesting withdrawal of the license, state the effective date and where the closed loan files will be stored for the five year retention period. Also if \$6.50 fees are due, they must be remitted to the Department.

For U.S. Postal Service and Overnight Delivery:

*Georgia Department of Banking & Finance
NDFI Division
2990 Brandywine Road
Suite 200
Atlanta, GA 30341-5565*

WHO TO CONTACT – Contact the *NDFI licensing* staff by phone at 770-986-1136 or send your questions via e-mail to newapps@dbf.state.ga.us for additional assistance.

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.