



## Surrender Checklist

Jurisdiction-Specific Requirements



### GEORGIA MORTGAGE LENDER REGISTRATION

#### 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 your license, state the effective date of the withdrawal 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](mailto: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.