



Surrender Jurisdiction-Specific Requirements



IDAHO MORTGAGE BROKER/LENDER LICENSE (BRANCH)

Instructions

1. The following surrender will require instructions or items sent outside the NMLS.
2. Idaho does not charge fees for surrender at this time.
3. Notice of office closure/license surrender must be filed in NMLS within 3 days of event.
4. Confirm record storage information prior to filing surrender notification and update Form MU3 as applicable.
5. Loan Originators affiliated with the physical business address of this surrendered branch license must file an amended Form MU4 to affiliate with a current Idaho licensed location of the licensee as of the date of the branch license surrender or they will be placed into an "Approved-Inactive" status. If the residence address of the loan originator is not within a reasonable commutable distance of the new registered location, a signed acknowledgement copy of the Idaho Telecommuting Policy will be required to be provided to the Department. The policy may be accessed at <http://finance.idaho.gov/Documents/Policy2008-2.pdf>. See amendment instructions for mortgage loan originators for more information.
6. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your filing through the NMLS at the following:

For U.S. Postal Service:

Idaho Department of Finance
Consumer Finance Bureau
PO Box 83720
Boise, ID 83720-0031

For Overnight Delivery:

Idaho Department of Finance
Consumer Finance Bureau
800 Park Blvd., Ste 200
Boise, ID 83712

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE: Return original license issued by the Idaho Department of Finance.
<input type="checkbox"/>	<input type="checkbox"/>	IDAHO PIPELINE OF BUSINESS. Provide a detailed written explanation as to the disposition/distribution/assignment of Idaho mortgage loan, consumer loan or mortgage modification applications for Idaho dwellings. Include name of company, contact person, physical address and phone number(s) applications are assigned to, as well as borrower names, property address and application/loan status

WHO TO CONTACT—Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via email to mortgage@finance.idaho.gov 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 CONTACT LEGAL COUNSEL.