



## Surrender

### Jurisdiction-Specific Requirements



## IDAHO MORTGAGE BROKER/LENDER LICENSE

### Instructions

1. The following surrender will require instructions or items sent outside 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 MU1 as applicable.
5. Loan originators sponsored by this licensee at any location will be moved into an “Approved-Inactive” status as of the date of surrender of company license.
6. Surrender of the “Home/Main” office license terminates license authority at all locations by operation of law. However, licensee must file the request to surrender all branches individually in NMLS. Refer to the Branch “Surrender” Jurisdiction-Specific Requirements and checklist.
7. 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 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"/>	<b>ORIGINAL LICENSE:</b> Return original license issued by the Idaho Department of Finance.
<input type="checkbox"/>	<input type="checkbox"/>	<b>IDAHO PIPELINE OF BUSINESS.</b> 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](mailto: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.