



Surrender
Jurisdiction-Specific Requirements



NORTH CAROLINA EXCLUSIVE MORTGAGE BROKER LICENSE

Instructions

1. Notification of Surrender must be made through the NMLS.
2. Please return the original license to the North Carolina Commissioner of Banks within 5 days.
3. North Carolina does not charge for surrender at this time.
4. Log in to the North Carolina Commissioner of Banks website, and enter the Mortgage link Lender/Brokers to see complete instructions for ceasing business in North Carolina. Click the link below to go directly to this section of the North Carolina website.
<http://www.nccob.org/NCCOB/Mortgage/LendersBrokers/Instructions+for+Ceasing+Business+in+NC.htm>
5. Jurisdiction specific requirements as identified on the checklist below must be received with this checklist within 5 business day of the electronic submission of your surrender request to the following address:

For U.S. Postal Service:

*NC Commissioner of Banks Office
Mortgage Division
4309 Mail Service Center
Raleigh, NC 27699-4309*

For Overnight Delivery:

*NC Commissioner of Banks Office
Mortgage Division
316 W. Edenton St.
Raleigh, NC 27603*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. Mail license to NCCOB with a letter advising that your company has or is going out of business as of a specific date.

<input type="checkbox"/>	<input type="checkbox"/>	FILE STORAGE. Please provide the format style in which records will be stored.
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WHO TO CONTACT – Contact the NC Mortgage Licensing Division staff by phone at (919) 733-0589 or send your questions via e-mail to mortgage@nccob.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 CONSULT LEGAL COUNSEL.