



**Surrender**  
Jurisdiction-Specific Requirements



**NORTH CAROLINA MORTGAGE LENDER 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"/>	<b>ORIGINAL LICENSE.</b> Collect company principal office license and any branch office licenses which may have been issued by this office and forward them 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"/>	<p><b>PIPELINE REPORT.</b> Submit pipeline to NCCOB. Advise, if you have any applications in your pipeline, to include the borrower's name, address, loan amount and terms, lender and sufficient other information so that if we receive an inquiry from a lender or borrower we can know how to respond. NCCOB prefers that the company not dissolve and go out of business until it has cleared its pipeline and either closed all loans in its pipeline or transferred the loan files and pipeline with the borrower's consent to another company who will close or complete the loan process.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>FILE STORAGE.</b> Please provide the location where all files and records will be stored, along with format style.</p>

**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](mailto: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.