



Surrender Jurisdiction-Specific Requirements



NORTH CAROLINA MORTGAGE SERVICER LICENSE

Instructions

1. Notification of Surrender must be made through the NMLS.
2. North Carolina does not charge for surrender at this time.
3. 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>
4. 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"/>	NEW SERVICER. Provide information on the new Servicer (name, address and contact information) and confirmation the new servicer is licensed to service loans in North Carolina. Identify types of loans being transferred (fixed rate, adjustable rate, etc.)

<input type="checkbox"/>	<input type="checkbox"/>	LOAN PRODUCTS. Identify types of loans being transferred (fixed rate, adjustable rate, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	RESPA GOODBYE LETTER. Provide confirmation that the goodbye letter sent to borrowers was in compliance with RESPA guidelines (please provide copy of letter). RESPA Goodbye letter minimum requirements: The name and address of the new servicer, toll-free telephone numbers, and the date the new servicer will begin accepting payments.
<input type="checkbox"/>	<input type="checkbox"/>	FILE STORAGE. Please provide the location where all paid-files and records will be stored, along with format style.