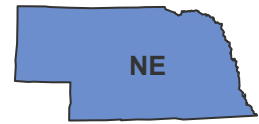




Surrender Checklist
Jurisdiction-Specific Requirements



NEBRASKA MORTGAGE BANKER LICENSE (BRANCH)

Instructions

1. File the surrender request through the NMLS.
2. There is no fee to surrender.
3. 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:
Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68509

For Overnight Delivery:
Nebraska Department of
Banking and Finance
Commerce Court
1230 "O" Street, Suite 400
Lincoln, NE 68508

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	NEBRASKA MORTGAGE LOAN PIPELINE: Provide a detailed written explanation as to the distribution/assignment of Nebraska mortgage loan applications taken by this branch that were not closed/funded and disbursed by date of surrender.
<input type="checkbox"/>	<input type="checkbox"/>	NEBRASKA MLO ASSIGNMENT: Provide a complete listing of all MLO's assigned to the branch at the time of surrender. Include name, NMLS ID, and indicate whether each MLO was reassigned to another licensed branch or left employment with the company.
<input type="checkbox"/>	<input type="checkbox"/>	NEBRASKA RECORDS RETENTION: Provide the name, title, and mailing address of the individual responsible for maintaining records relating to each residential mortgage loan and application for a mortgage loan for a period of two years after the date the residential mortgage loan was funded or the loan application was denied or withdrawn.

WHO TO CONTACT – Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.mortgage@nebraska.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.