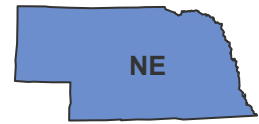




**Surrender Checklist**  
Jurisdiction-Specific Requirements



**NEBRASKA MORTGAGE BANKER LICENSE**

**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"/>	<b>NEBRASKA MORTGAGE LOAN PIPELINE:</b> Provide a detailed written explanation as to the distribution/assignment of Nebraska mortgage loan applications not closed/funded and disbursed by date of surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<b>NEBRASKA COMPLAINTS CONTACT:</b> Provide the name, title, and mailing address of the individual responsible for reply to any Nebraska consumer complaints received by the Department for the company post-surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<b>NEBRASKA CUSTOMER CONTACT:</b> If ceasing to service residential mortgage loans, provide the toll-free telephone number or number where collect calls will be accepted to respond to inquiries from borrowers for a period of twelve months following the surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<b>NEBRASKA RECORDS RETENTION:</b> 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for a period of two years after the date the residential mortgage loan was funded or the loan application was denied or withdrawn.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](mailto: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.