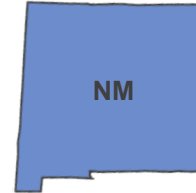




## Surrender Checklist

Jurisdiction-Specific Requirements



### NEW MEXICO MORTGAGE LOAN COMPANY BRANCH LICENSE

#### Instructions:

**A licensed Mortgage Loan Company shall immediately surrender the Company's branch license (s) with the surrender of the mortgage loan company license; or if required to do so by court order, final order, default order, consent order; or if the Mortgage Loan Company no longer meets the minimum requirements for licensure as provided in the Mortgage Loan Company Act, Chapter 58, Article 21, NMSA 1978.**

1. Surrender the Mortgage Loan Company license by completing the surrender/cancel and other pertinent sections on Form MU3 through NMLS. The licensed Mortgage Loan Company is the only party that can surrender a Mortgage Loan Company Branch license.
2. Surrender all branch licenses by completing the surrender/cancel and other pertinent sections on Form MU3 for each branch through NMLS within 5 days of the event. Update the Records storage and Custodian information and location for each branch.
3. All licensed Loan Originators sponsored by the mortgage loan company will be moved into an "Approved-Inactive" status as of the date of surrender. The Qualified Manager's license must be surrendered as of the date of the company's surrender.
4. New Mexico Financial Institutions Division does not charge fees for surrender at this time.
5. Send nothing to the New Mexico Financial Institutions Division for surrender. The New Mexico Financial Institutions Division may request additional information upon review of your surrender; watch your e-mail for such requests.
7. A licensed Mortgage Loan Originator whose employment with a mortgage loan company is terminated shall not originate new mortgage loans for that mortgage loan company but may receive compensation for those mortgage loans originated by him or her while employed by that mortgage loan company.

For U.S. Postal Service:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

For Overnight Delivery:

Financial Institutions Division  
Mortgage Unit  
2550 Cerrillos Road 3<sup>rd</sup> Floor  
P. O. Box 25101 87504  
Santa Fe, NM 87505

**WHO TO CONTACT** – Contact Jackie Dalmy, mortgage licensing staff, by phone at 505-476-4908 or send your questions via e-mail to [Jackie.dalmy@state.nm.us](mailto:Jackie.dalmy@state.nm.us) 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.