



Surrender Checklist

Jurisdiction-Specific Requirements



UTAH DRE ASSOCIATE MANAGER LICENSE

Instructions

1. File the surrender request through the NMLS.
2. There is no fee to surrender.
3. **Send a letter and the physical license** to The Utah Division of Real Estate for surrender. We may request additional information upon review of your surrender; watch your e-mail for such requests.

For U.S. Postal Service:

*Utah Division of Real Estate
PO Box 146711
Salt Lake City, UT 84114-6711*

For Overnight Delivery:

*Utah Division of Real Estate
160 E 300 S 2nd Floor
Salt Lake City, UT 84111*

WHO TO CONTACT – For State specific questions Contact *Utah Division of Real Estate* licensing staff by phone at (801) 530-6747 or send your questions via e-mail to realestate.utah.gov for additional assistance. For system questions, call the NMLS Call Center at 240-386-4444

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.