



Surrender Checklist

Jurisdiction-Specific Requirements



CALIFORNIA REAL ESTATE BROKER SOLE PROPRIETOR-COMPANY LICENSE ENDORSEMENT

Instructions

1. A real estate broker working as a sole proprietor who wishes to notify the Department of Real Estate that they are no longer conducting MLO activities and wish to surrender or cancel their MLO endorsement license, must notify DRE in writing to the address listed below.
2. Brokers should amend form [RE866](#) as appropriate.
3. Once the written request for surrender or cancellation has been received by DRE, DRE will place the endorsement in an “approved-inactive” status.

For U.S. Postal Service:

*Department of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008*

For Overnight Delivery:

*Department of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815*

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

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.