



CA-DRE Real Estate Salesperson License Endorsement Surrender Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Per Business and Professions Code section 10100.2, a Department of Real Estate license or endorsement may only be surrendered upon acceptance by the commissioner when an investigation is pending or accusation has been filed to take formal discipline against the license or endorsement. If you request a surrender of your MLO endorsement through NMLS, your endorsement will be placed into an “Approved-Inactive” status.

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

- [Individual License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact Department of Real Estate licensing staff by phone at (877) 373-4542 for additional assistance.

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

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS

| Complete | CA-DRE Real Estate Salesperson License Endorsement | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Submission of Surrender Request through Individual Form (MU4): Request the surrender of the license through the submission of the Individual Form (MU4). See the Individual License Surrender Requests Quick Guide for instructions. | NMLS |

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

| Complete | CA-DRE Real Estate Salesperson License Endorsement | Submitted via... |
|--------------------------|--|--------------------------------|
| <input type="checkbox"/> | Mortgage Loan Activity Notification Report: Broker should amend the Mortgage Loan Activity Notification Form RE866, as appropriate. | CA-DRE Website |