



CA Property Assessed Clean Energy (PACE) Program Administrator Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Mail the original license to the Department of Business Oversight for surrender.

Help Resources

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

Agency Contact Information

Please refer to the Department of Business Oversight website at www.dbo.ca.gov or contact the Department of Business Oversight by phone at (866) 275-2677 for additional assistance.

Mailing Address:

*Department of Business Oversight
PACE Licensing
320 W. Fourth Street, Suite 750
Los Angeles, CA 90013*

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	CA PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	CA PACE Program Administrator License	Submitted via...
<input type="checkbox"/>	License: Mail the original branch license issued by the California Department of Business Oversight. If the license has been lost or misplaced, provide an attestation to that affect.	Mail to: Department of Business Oversight PACE Licensing 320 W. Fourth Street, Suite 750 Los Angeles, CA 90013
<input type="checkbox"/>	Location of Records: Provide the location where the records will be maintained. Also provide the name, address, and phone number of the individual(s) responsible for safekeeping of the books and records after the surrender.	Email to PaceLicensing@dbo.ca.gov
<input type="checkbox"/>	Individual Responsible for Wind Down of Operations: Provide the name, address, and phone number of the individual(s) responsible for winding down the operations and resolving consumer complaints.	Email to PaceLicensing@dbo.ca.gov