



IA Closing Agent License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

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

Help Resources

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

Agency Contact Information

Contact the Iowa Division of Banking licensing staff by phone at 515-281-4014 or send your questions via email to fblicensing@idob.state.ia.us for additional assistance.

For U.S. Postal Service/Overnight Delivery:

*Iowa Division of Banking
200 E. Grand Avenue
Suite 300
Des Moines, IA 50309*

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	IA Closing Agent License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS
<input type="checkbox"/>	Contact & Books/Records Information: Verify the information on Company Form (MU1) for Consumer Complaint Employee in the <i>Contact Employees</i> section and the Record Custodian in <i>Books and Records</i> section is accurate.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IA Closing Agent License	Submitted via...
<input type="checkbox"/>	Trust Account Statement: Send copy of final bank statement indicating trust account is closed.	Email to IDOB: fblicensing@idob.state.ia.us OR Mail to IDOB
<input type="checkbox"/>	License Certificate: Return license certificate to Iowa Division of Banking using the method indicated.	Mail to IDOB