



# IA Mortgage Banker License Surrender Checklist (Company)

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## 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](mailto: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 Mortgage Banker License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS
<input type="checkbox"/>	<b>Contact &amp; Books/Records Information:</b> 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 Mortgage Banker License	Submitted via...
<input type="checkbox"/>	<b>License Certificate:</b> This information must be sent outside of NMLS, directly to Iowa Division of Banking using the method indicated.	Mail to IDOB
<input type="checkbox"/>	<b>Files:</b> Inform IDOB where files will be stored.	Mail to IDOB
<input type="checkbox"/>	<b>Control of Open Files:</b> Inform the Iowa Division of Banking who is taking control of open files (both originations and servicing.)	Mail to IDOB