



Surrender Checklist
Jurisdiction-Specific Requirements



LOUISIANA RESIDENTIAL MORTGAGE LENDING LICENSE

Instructions:

1. File the surrender request through the NMLS.
2. Louisiana does not charge a fee to surrender a license.
3. Jurisdiction-specific requirements listed below must be submitted with this checklist to:

For U.S. Postal Service:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
P.O. Box 94095
Baton Rouge, LA 70804-9095*

For Overnight Delivery:

*Louisiana Office of Financial Institutions
Non-depository Division
Residential Mortgage Lending
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809*

WHO TO CONTACT – For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov.

For jurisdiction specific questions concerning licensure, contact Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at 225-925-4660 or send questions via email to nmls@ofi.louisiana.gov.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	PIPELINE REPORT. Submit a pipeline report to Office of Financial Institutions. If you have any applications in your pipeline, to include the borrower's name, address, loan amount, lender name (if applicable), date of application and date or approximate date of closing.
<input type="checkbox"/>	<input type="checkbox"/>	FILE STORAGE. Please provide the location where all files and records will be stored, including a contact name, address, e-mail address, and phone number. Please note that all loan files must be kept for 3 years from the application date.

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.