



Surrender Checklist

Jurisdiction-Specific Requirements



NEVADA EXEMPT BRANCH REGISTRATION

Instructions

1. An exempt company registrant must file the surrender request through the NMLS for any offices which are closing and are registered on NMLS.
2. A certificate of exemption expires automatically if at any time the entity who claims the exemption no longer meets the requirements of at least one exemption set forth in the provisions of NRS 645B.015. If an exempt company is no longer eligible for the exemption and has registered offices through NMLS, they must file surrender requests for all branch offices registered on NMLS.
3. If an exempt company registrant is sponsoring any mortgage loan originators at the closing office, they must terminate or amend, as applicable, any relationships and/or sponsorships for any mortgage loan originators associated with the office through NMLS. The exempt company registrant should ensure affected mortgage loan originators also amend their MU4 employment history record to disclose the termination in employment.
4. There is no fee to surrender.
5. Send nothing to the Division of Mortgage Lending for surrender of branch offices. The Division may request additional information upon review of your surrender; watch your e-mail for such requests.

WHO TO CONTACT – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to mldinfo@mld.nv.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH IT IS 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.