



Surrender Checklist

Jurisdiction-Specific Requirements



NEVADA EXEMPT COMPANY 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 or NRS 645E.150. 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. An exempt company registrant must complete the checklist below and return the original exemption certificate directly to the Division of Mortgage Lending.
4. If an exempt company registrant is sponsoring any mortgage agents it must terminate or amend, as applicable, any relationships and/or sponsorships for any mortgage agents or control persons associated with the office through NMLS. The exempt company registrant should ensure affected mortgage agents also amend their MU4 employment history record to disclose the termination in employment.
5. There is no fee to surrender.

For U.S. Postal Service:
**Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706**

For Overnight Delivery:
**Division of Mortgage Lending
Licensing Office
1830 College Parkway, Suite 100
Carson City, NV 89706**

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.

RETURN THIS FORM WITH THE LISTED ITEMS

NMLS Unique ID Number: _____

Exempt Company Legal Name: _____

ITEM

REQUEST TO SURRENDER: This form is required when a registrant surrenders its exemption certificate. **You must return the original exemption certificate.**

The undersigned hereby notifies the Commissioner of the Division of Mortgage Lending that the exempt company registrant listed above is closing/surrendering its exempt company registration.

By: _____
Signature

Print Name of Signatory

Title

Date