



## Mortgage Company Surrender Checklist

Jurisdiction-Specific Requirements



### NEVADA MORTGAGE COMPANY LICENSE

#### Instructions

1. A licensee may not surrender a license or close his or her principal or branch office until the licensee has returned his or her original license and the request for surrender or closure has been approved by the Division.
2. File the surrender request through the NMLS.
3. There is no fee to surrender a license; however, closure approval will be withheld by the Division until any outstanding fees, assessments, fines, or costs owed to the Division have been remitted in full.
4. The licensee must submit this checklist with any documents required to the address below.

Agency specific requirements marked **Attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through NMLS at the following:

*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**

NMLS **Company** Unique ID Number: \_\_\_\_\_

Nevada License Number: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

| ATTACHED                 | ITEM  |
|--------------------------|---|
| <input type="checkbox"/> | <b>Request for Approval to Close Office/Surrender License:</b> Complete and submit the below form. <a href="#">Click to download form.</a><br>This form must be mailed to the above address.                |
| <input type="checkbox"/> | <b>Return Original License:</b> Original licenses are required to be returned to the Division. If the original license has been lost or destroyed, a notarized affidavit attesting to the loss is required. |

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to [mildinfo@mld.nv.gov](mailto:mildinfo@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.