



# NV Mortgage Servicer License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. A licensee may not surrender a license or close his or her principal office until the licensee has returned his or her original license and the request for surrender or closure has been approved by the Commissioner.
2. File the surrender request through NMLS.
3. 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 *Division of Mortgage Lending* licensing staff by phone at [\(775\) 684-7060](tel:7756847060) or send questions via email to [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

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

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THE APPLICANT/LICENSEE IS APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD THERE BE ANY QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

**REQUIREMENTS COMPLETED IN NMLS**

Complete	NV Supplemental Mortgage Servicer 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

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	NV Supplemental Mortgage Servicer License	Submitted via...
<input type="checkbox"/>	<b>Request for Approval of Office Closure Form:</b> This form is required when a licensee surrenders its license. <a href="#">Click to download form.</a>	Mail to NV Division of Mortgage Lending Licensing Office
<input type="checkbox"/>	<b>Original License:</b> Return the original license to the Division. If the original license has been lost or destroyed, a notarized affidavit attesting to the loss is required.	Mail to NV Division of Mortgage Lending Licensing Office