



# ND Residential Mortgage Lender Surrender Checklist (Company)

## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Every Residential Mortgage Lender licensed under this chapter shall keep a record of all sums collected by them and of all loans completed as a result of their efforts for a period of six years from the date of the last entry thereon. The records of a licensee may be maintained electronically provided they can be reproduced upon request by the ND Dept. of Financial Institutions within the required statutory time frame.
4. We may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact ND Dept. of Financial Institutions licensing staff by phone at (701) 328-9933 or send your questions via email to [dfi@nd.gov](mailto:dfi@nd.gov) for additional assistance.

#### For U.S. Postal Service:

ND Dept. of Financial Institutions  
Non-Depository Division  
1200 Memorial Hwy  
Bismarck, ND 58504

#### For Overnight Delivery:

ND Dept. of Financial Institutions  
Non-Depository Division  
1200 Memorial Hwy  
Bismarck, ND 58504

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

NMLS ID Number	
Licensee Legal Name	

#### REQUIREMENTS COMPLETED IN NMLS

Complete	ND Residential Mortgage Lender	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	ND Residential Mortgage Lender	Submitted via...
Note	<b>Company Owned Locations/Branches:</b> If your company has licensed company owned locations/branches, you will be required to request to surrender your ND Residential Mortgage Lender Branch Registration. See the ND Residential Mortgage Lender Branch Registration Surrender Checklist for more information.	
<input type="checkbox"/>	<b>North Dakota Loan Pipeline:</b> This information must be sent outside of NMLS, directly to the ND Dept. of Financial Institutions.	<b>Email to ND DFI:</b> <a href="mailto:dfi@nd.gov">dfi@nd.gov</a> <b>OR</b> <b>Mail to:</b> ND Dept of Financial Institutions.
<input type="checkbox"/>	<b>Location of Records:</b> Provide the location of records for maintenance within the six year statutory time frame along with the name and contact information of the individual responsible for maintenance of the records.	<b>Email to ND DFI:</b> <a href="mailto:dfi@nd.gov">dfi@nd.gov</a> <b>OR</b> <b>Mail to:</b> ND Dept of Financial Institutions.