



ND Residential Mortgage Loan Servicer 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. 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 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 Loan Servicer	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	ND Residential Mortgage Loan Servicer	Submitted via...
Note	Company Owned Locations/Branches: If your company has licensed company owned locations/branches, you will be required to request to surrender your ND Residential Mortgage Loan Servicer Branch Registrations. See the ND Residential Mortgage Loan Servicer Branch Registration Surrender Checklist for more information.	N/A
<input type="checkbox"/>	North Dakota Loan Servicing Pipeline and Transfer Information: Please provide a servicing pipeline report and information on the new servicer (name, address, and contact information) and confirmation the new servicer is licensed in North Dakota.	Email to ND DFI: dfi@nd.gov OR Mail to: ND Dept of Financial Institutions.
<input type="checkbox"/>	Location of Records: 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.	Email to ND DFI: dfi@nd.gov OR Mail to: ND Dept of Financial Institutions.
<input type="checkbox"/>	RESPA Goodbye Letter: Provide confirmation the goodbye letter was sent to borrowers in compliance with RESPA guidelines (please provide a copy of the letter). RESPA Goodbye letter minimum requirements can be found at 24 C.F.R. 3500.21(d)(3).	Email to ND DFI: dfi@nd.gov OR Mail to: ND Dept of Financial Institutions.