



TN Mortgage License 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 Compliance Division licensing staff by phone at (615) 253-6714 or send your questions via email to askmortgage.licensing@tn.gov for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Tennessee Department of Financial Institutions
Compliance Division
Tennessee Tower, 26th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243*

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.

REQUIREMENTS COMPLETED IN NMLS		
Complete	TN Mortgage License	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	TN Mortgage License	Submitted via...
<input type="checkbox"/>	Detailed Notice to Department: This information must be sent outside of NMLS, directly to the Department, using the method indicated. The notice should include the request to surrender the license, state the effective date, and indicate where the records will be maintained for the required 25 month retention period. The notice should also specify whether there are any Tennessee loans in the pipeline and, if so, include a pipeline report with detailed information about each borrower and loan, and the anticipated disposition of each loan.	Email to: askmortgage.licensing@tn.gov OR Mail to the Tennessee Department of Financial Institutions