



Surrender
Jurisdiction-Specific Requirements



WEST VIRGINIA MORTGAGE LENDER LICENSE

Instructions

1. Licensee must notify the WV Division of Financial Institutions through the NMLS within 30 days of terminating business under this license or public announcement of the planned termination, whichever is earlier.
2. Each licensee must submit a Statistical Activity Report covering all loan activity since the last annual report. The Statistical Activity Report must be accompanied by the applicable loan assessment fees as required by W. Va. Code.
3. Mortgage Loan Originators sponsored by this license will be moved to an “Approved – Inactive” status as of the date of surrender of the company license.
4. The licensee must submit any documents required within 5 business days of the electronic submission of surrender through the NMLS at the following:

For U.S. Postal Service:

*West Virginia Division of Financial Institutions
Mortgage Division
900 Pennsylvania Avenue, Suite 306
Charleston, WV 25302-3542*

For Overnight Delivery:

*West Virginia Division of Financial Institutions
Mortgage Division
900 Pennsylvania Avenue, Suite 306
Charleston, WV 25302-3542*

NMLS Unique ID Number: _____

Licensee Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	STATISTICAL ACTIVITY REPORT.

WHO TO CONTACT – Contact West Virginia Division of Financial Institutions licensing staff by phone at (304) 558-2294 or send your questions via e-mail to:

Lisa Miller at lmiller@wvdob.org or
Tracy Hudson at thudson@wvdob.org

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