



ENDING RELATIONSHIPS & SPONSORSHIPS

NMLS records will continue to show company relationships and company license sponsorships to State Regulators until a relationship is ended. Failure to keep records up to date may affect your compliance requirements with State Regulatory Agencies.

Both companies and individuals have the ability to end an active relationship in NMLS. Each party is equally responsible for keeping the record up to date and accurate in NMLS. NMLS will automatically notify State Regulators regarding the sponsorship removal.

Ending a Relationship and Sponsorship

The screenshot shows the NMLS web application interface. At the top, the 'FILING' tab is highlighted with a red box and the number '1.'. Below it, the 'Relationships' link in the sub-menu is highlighted with a red box and the number '2.'. The main content area is titled 'Individual Search'. It contains a search form with the following fields: 'Individual ID:' (highlighted with a red box and the number '3.'), 'License Number:', 'First Name:', and 'Last Name:'. There are also two checkboxes for 'Search by Soundex'. At the bottom of the form, the 'Search' button is highlighted with a red box and the number '4.'. The interface also includes a top navigation bar with 'HOME', 'FILING', 'MLO TESTING & EDUCATION', 'TASKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', and 'REPORTS'. A left sidebar shows 'You are currently: State' and 'Company Relationships Sponsorship Cart'. The top right corner shows 'Logged in as [username] Logout (edit) Resource Center'.

Step 1: Click the **Filing** tab.

Step 2: Click **Relationships** from the sub-menu.

Step 3: Enter search criteria for the individual.

Step 4: Click the **Search** button.

Step 5: Select the [NMLS ID # hyperlink](#).

Company Relationships

Tobey Tabor (14909)

This page displays any active relationships your company has with the individual named above.

Select the **Create Company Relationship** button to establish a company relationship, if no active relationship exists.
 Select **☒** to: (i) add/remove registered locations, (ii) add/remove a sponsorship or (iii) terminate the company relationship, if an active relationship exists.
 Select the **View Inactive** link to view any previous relationship(s) between your company and the individual named above.

Active Company Relationship [View Inactive](#)

Effective Date	Established By
6/8/2011	ryant4

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Step 6: Click the **Edit** (☒) icon.

Modify Active Relationship

Employment/Association Date: 12/8/2008 [Edit](#)

Registered Locations

Location ID	Location Type	Address	Location Start Date	Location End Date
8054	Main Office	1234 Main Street Orefield, MD 18069	12/8/2008	7/13/2009
☒ 8073	Branch	12345 main Street Whitehall, PA 18069	12/16/2008	
8073	Branch	12345 main Street Whitehall, PA 18069	12/8/2008	12/16/2008

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
☒ Vermont Authorized Mortgage Broker	Approved - Failed to Renew	Requested	3/8/2009

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[Add Registered Location](#) [Add Sponsorship](#) [End Relationship](#)

Step 7: Click the **End Relationship** button.

End Relationship

Enter the requested information below to end the relationship. Ending this relationship will: (1) remove company access, (2) remove any registered location links, and (3) remove all sponsorships related to this company. In addition, any MU2 Associations will be removed.

Effective Date 12/8/2008
 Established By schmidtjm

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End Date
 Reason for Ending
 Explanation for Ending
 Deceased Date

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[End Relationship](#) [Cancel](#)

Step 8: Enter the *End Date* (required), *Reason for Ending* (required), *Explanation for Ending* (optional).

Step 9: Click **End Relationship** button.

Step 10: A confirmation screen will appear; click **End Relationship** if you wish to proceed.

NOTE: Ending a Relationship automatically removes all sponsorships associated with the individual.

Once the relationship is ended, access to the individual's record will also be removed. An email notification will be sent to the company and the individual notifying them that the relationship has been ended and company access has been removed.

Remove a Sponsorship

A company has the ability to remove the sponsorship of an individual license in NMLS without ending the relationship with the individual. To remove sponsorship, follow the steps below.

Follow Steps 1 – 6 above to locate the individual's information.

Modify Active Relationship

Employment/Association Date: 12/8/2008

Registered Locations

Location ID	Location Type	Address	Location Start Date	Location End Date
8054	Main Office	1234 Main Street Orefield, MD 18069	12/8/2008	7/13/2009
✗ 8073	Branch	12345 main Street Whitehall, PA 18069	12/16/2008	
8073	Branch	12345 main Street Whitehall, PA 18069	12/8/2008	12/16/2008

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
✗ Vermont Authorized Mortgage Broker	Approved - Failed to Renew	Requested	3/8/2009

Step 7: Click the **Delete** icon next to the license name you wish to remove sponsorship for.

Remove Sponsorship

Tobey Tabor (14909)

Are you sure you want to remove the following sponsorship?
License Name Arizona Loan Originator License
License Status Approved - Conditional
Sponsorship Status REQUESTED
Sponsorship Status Date 8/15/2011

Step 8: Click the **Remove Sponsorship** button

This action will remove the sponsorship for the license selected.

For further navigational assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).