



TX-SML Mortgage Company License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
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GENERAL INFORMATION

Instruction

- File the surrender request through NMLS.
- There is no fee to surrender.
- TX-SML may request additional information upon review of your surrender request; watch your email for such requests.

Help Resources

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

Agency Contact Information

Contact TX-SML Licensing staff by phone at 512-475-1350 or toll free at 877-276-5550 or send your questions via e-mail to nmls@sml.texas.gov for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Department of Savings and Mortgage Lending
Licensing Section
2601 North Lamar Boulevard, Suite 201
Austin, Texas 78705-4207*

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	TX-SML Mortgage Company License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS
NOTE	Before submitting the branch surrender request, verify that all residential mortgage loan originators linked to the branch have been removed. If not, any active residential mortgage loan originator still linked to the MU3 will be placed in an Approved-Inactive status until showing an active location under their MU4.	
No items are required to be submitted outside of NMLS for this license/registration at this time.		