



# Nebraska Mortgage Banker Registration Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

### Help Resources

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

### Agency Contact Information

Contact Nebraska Department of Banking and Finance licensing staff by phone at (402) 471-2171 or send your questions via email to [dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov) for additional assistance.

#### *For Delivery of Documents:*

*For Electronic Delivery*

[dob.mortgage@nebraska.gov](mailto:dob.mortgage@nebraska.gov)

Include applicant name and  
NMLS # in the subject line.

*For U.S. Postal Service:*

Nebraska Department of  
Banking and Finance  
P.O. Box 95006  
Lincoln, NE 68509

*For Overnight Delivery:*

Nebraska Department of  
Banking and Finance  
1526 K Street, Suite 300  
Lincoln, NE 68508

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	NE Mortgage Banker Registration (Branch)	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NE Mortgage Banker Registration (Branch)	Submitted via...
<input type="checkbox"/>	<b>Nebraska Mortgage Loan Pipeline:</b> Provide a detailed written explanation as to the distribution/assignment of Nebraska mortgage loan applications not closed/funded and disbursed by date of surrender.	<b>Email to Nebraska:</b> <a href="mailto:Dob.mortgage@nebraska.gov">Dob.mortgage@nebraska.gov</a> OR <b>Mail to Nebraska</b>
<input type="checkbox"/>	<b>Nebraska Complaints Contact:</b> Provide the name, title, and mailing address of the individual responsible for any correspondence regarding Nebraska consumer complaints received by the Department for the company post-surrender.	<b>Email to Nebraska:</b> <a href="mailto:Dob.mortgage@nebraska.gov">Dob.mortgage@nebraska.gov</a> OR <b>Mail to Nebraska</b>
<input type="checkbox"/>	<b>Nebraska Customer Contact:</b> If ceasing to service residential mortgage loans, provide the toll-free telephone number or number where collect calls will be accepted to respond to inquiries from borrowers for a period of twelve months following the surrender.	<b>Email to Nebraska:</b> <a href="mailto:Dob.mortgage@nebraska.gov">Dob.mortgage@nebraska.gov</a> OR <b>Mail to Nebraska</b>
<input type="checkbox"/>	<b>Nebraska Records Retention:</b> Provide the name, title, and mailing address of the individual responsible for maintaining records relating to each residential mortgage loan and application for a mortgage loan for a period of two years after the date the residential mortgage loan was funded or the loan application was denied or withdrawn.	<b>Email to Nebraska:</b> <a href="mailto:Dob.mortgage@nebraska.gov">Dob.mortgage@nebraska.gov</a> OR <b>Mail to Nebraska</b>