



Nebraska Mortgage Banker License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

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 for additional assistance.

For Delivery of Documents:

For Electronic Delivery

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 License (Branch)	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

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NE Mortgage Banker License (Branch)	Submitted via...
<input type="checkbox"/>	Nebraska Mortgage Loan Pipeline: Provide a detailed written explanation as to the distribution/assignment of Nebraska mortgage loan applications taken by this branch that were not closed/funded and disbursed by the date of the branch surrender.	Email to Nebraska: Dob.mortgage@nebraska.gov OR Mail to Nebraska
<input type="checkbox"/>	Nebraska MLO Assignment: Provide a complete listing of all MLO's assigned to the branch at the time of surrender. Include name, NMLS ID, and indicate whether each MLO was reassigned to another licensed branch or left employment with the company.	Email to Nebraska: Dob.mortgage@nebraska.gov OR Mail to Nebraska
<input type="checkbox"/>	Nebraska Records Retention: 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.	Email to Nebraska: Dob.mortgage@nebraska.gov OR Mail to Nebraska