



NM Mortgage Loan Company Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Send nothing to New Mexico Financial Institutions Division for surrender. New Mexico Financial Institutions Division may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

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

Agency Contact Information

Contact Licensing Specialist, Amanda Urban at 505-476-4819 or via e-mail Amanda.urban@state.nm.us
Contact Industry Manager Juan Trevizo at 505-476-4519 or via e-mail Juan.Trevizo@state.nm.us

For U.S. Postal Service:

*Financial Institutions Division, Mortgage Unit
2550 Cerrillos Road 3rd Floor
P. O. Box 25101 (87504)
Santa Fe, NM 87505*

For Overnight Delivery:

*Financial Institutions Division, Mortgage Unit
2550 Cerrillos Road 3rd Floor
Santa Fe, NM 87505*

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	NM Mortgage Loan Company Branch License	Submitted via...
<input type="checkbox"/>	<p>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.</p> <p>Note: A licensed Mortgage Loan Company shall immediately surrender the Company's branch license (s) with the surrender of the mortgage loan company license; or if required to do so by court order, final order, default order, consent order; or if the Mortgage Loan Company no longer meets the minimum requirements for licensure as provided in the Mortgage Loan Company Act, Chapter 58, Article 21, NMSA 1978.</p> <p>Update the Records storage and Custodian information and location for each branch in the <i>Books and Records</i> section of the Branch Form (MU3).</p> <p>All licensed Loan Originators sponsored by the mortgage loan company will be moved into an "Approved-Inactive" status as of the date of surrender.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NM Mortgage Loan Company Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		