



NM Mortgage Loan Originator License Surrender Checklist (Individual)

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

- [Individual 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 Originator License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Individual Form (MU4): Request the surrender of the license through the submission of the Individual Form (MU4). See the Individual License Surrender Requests Quick Guide for instructions.</p> <p>Note: A licensed Mortgage Loan Originator shall immediately surrender his or her license if required to do so by court order, final order, default order, consent order or if the Mortgage Loan Originator no longer meets the minimum requirements for licensure as provided in the New Mexico Mortgage Loan Originator Licensing Act , Chapter 58, Article 21B, NMSA 1978.</p> <p>Confirm records storage information on Individual (MU4) Form as applicable.</p> <p>All licensed Loan Originators sponsored by a company will be moved into an “Approved-Inactive” status as of the date of surrender. The Qualified Manager’s license must be surrendered as of the date of the company’s surrender.</p> <p>A licensed Mortgage Loan Originator whose employment with a mortgage loan company is terminated shall not originate new mortgage loans for that mortgage loan company but may receive compensation for those mortgage loans originated by him or her while employed by that mortgage loan company.</p>	NMLS

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