



## Mortgage Company Branch Surrender Checklist

Jurisdiction-Specific Requirements



### NEVADA MORTGAGE COMPANY BRANCH LICENSE

#### Instructions:

1. A mortgage company may not close a branch office until the mortgage company has returned its license and the Commissioner has approved the closure. A mortgage company must complete the Nevada Request for Approval of Office Closure Form and provide it directly to the Division. The form requires the mortgage company to return original license(s) and to provide the following information:
  - The status of any incomplete applications for mortgage loans and the manner in which the loans will be finalized;
  - An accounting of any trust account maintained by the mortgage company and the plan for distribution of money in the account; and
  - The name, telephone number and mailing address of the person who will be responsible for the maintenance of the records of the mortgage company. After surrender of the license, the mortgage company is still required to maintain records pursuant to subsection 1 of NRS 645B.080 and NAC 645B.077.
2. After submission of the Request for Approval of Office Closure Form, the mortgage company must file the surrender request for the office(s) through the NMLS. A mortgage company must maintain at least one office in Nevada to maintain their Nevada license. If a mortgage company surrenders all Nevada office licenses, they must also surrender their out-of-state home/main/corporate office originating license, if applicable.
3. The mortgage company must terminate or amend, as applicable, any relationships and/or sponsorships for any mortgage loan originators associated with the office through NMLS.
4. There is no fee to surrender a license or close a branch; however, a licensee is required to remit payment for any fees, assessments, costs, fines or settlement amounts owed the Division prior to closure.

**For U.S. Postal Service:**  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

**For Overnight Delivery:**  
**Division of Mortgage Lending  
Licensing Office  
1830 College Parkway, Suite 100  
Carson City, NV 89706**

**RETURN THIS FORM WITH THE LISTED ITEMS**

NMLS Company Unique ID: \_\_\_\_\_

Nevada License Number: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

ATTACHED	ITEM
<input type="checkbox"/>	<b>REQUEST FOR APPROVAL OF OFFICE CLOSURE FORM:</b> This form is required when a licensee surrenders their license or closes an office. <a href="#">Click to download form.</a> <b>You must return original license(s).</b>

**WHO TO CONTACT** – Contact the Division of Mortgage Lending licensing staff by phone at (775) 684-7060 or send your questions via e-mail to [mildinfo@mld.nv.gov](mailto:mildinfo@mld.nv.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH IT IS SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.