



OH Residential Mortgage Lending Act Certificate of Registration 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. A mortgage company branch may voluntarily surrender an active certificate of registration as long as the mortgage company is not under investigation by the Division, or the Division has not issued a notice of opportunity for a hearing. An investigation includes the review of any complaint made against or involving the mortgage company. Once a branch's surrendered certificate of registration has been accepted by the Division, the branch registration will be cancelled. A "surrender" will not affect the mortgage company's civil or criminal liability for acts committed before the surrender, and does not impair or affect the obligation of a preexisting lawful contract between the mortgage company and any person.
4. Once the Division has accepted the branch's voluntary surrender, the mortgage company is still required to maintain books and records for four (4) years after the date of the final entry on the account, closing date if not serviced by the company, or date of withdraw or turndown if loan didn't close, as required by ORC 1322.34(B) and OAC 1301:8-7-06.

Help Resources

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

Agency Contact Information

Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

THE REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION SURRENDER FOR WHICH THEY ARE APPLYING/HOLD. 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	OH Residential Mortgage Lending Act Certificate of Registration - 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	OH Residential Mortgage Lending Act Certificate of Registration - Branch	Submitted via...
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No items are required to be submitted outside of NMLS for this license/registration at this time.