



OH Residential Mortgage Lending Act Letter of Exemption 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. An approved exempt entity branch may voluntarily surrender its exemption as long as it 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 exempt entity. Once a surrendered branch exemption has been accepted by the Division, the branch's exemption authority will be cancelled. The "surrender" will not affect the 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 entity and any person.
4. Once the Division has accepted the branch's voluntary surrender, the entity 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 EXEMPT ENTITY IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE EXEMPTION SURRENDER FOR WHICH THEY ARE REQUESTING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS

Complete	OH Residential Mortgage Lending Act Letter of Exemption - 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 Letter of Exemption - Branch	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		