



## Surrender Jurisdiction-Specific Requirements



# DISTRICT OF COLUMBIA MORTGAGE DUAL AUTHORITY LICENSE (BRANCH)

## Instructions

1. Licensee must notify the Department of Insurance, Securities and Banking (DISB) through the NMLS (Form MU3) that it will cease engaging in mortgage related activity authorized under its current license in accordance with the provisions of District of Columbia law.
2. District of Columbia does **not** charge fees for an office closure or a request to surrender a license.
3. Update the information regarding where the licensee's books and records will be kept on Form MU3, if necessary.
4. DISB will change all mortgage loan originator license records sponsored by the licensee to operate at this office to an "Approved-Inactive" status as of the date of the surrender.
5. Surrender requests should not be electronically submitted to DISB until ALL information is complete and ALL required materials are available to be submitted along with the checklist below. In addition, the licensee's NMLS Unique ID Number must be written on the top right-hand corner of every hardcopy document to be submitted to DISB.
6. DISB will not process surrender requests without receiving the items listed on the checklist below.
7. As a reminder, each licensed mortgage lender and mortgage broker is required to file an **Annual Report by March 31**, to the Commissioner of the Department of Insurance, Securities and Banking concerning licensee's operations during the preceding calendar year for each licensed place of business.
8. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender request through the NMLS at the following address:

*For U.S. Postal Service and Overnight Delivery:*

Department of Insurance, Securities and Banking  
Banking Bureau  
810 First Street, NE Suite #701  
Washington, D.C. 20002

NMLS Unique ID Number: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>MORTGAGE LOAN PIPELINE REPORT.</b> Submit a detailed report concerning the status of any pending loan applications that were approved but not closed or funded as of the date of the surrender request filing.
<input type="checkbox"/>	<input type="checkbox"/>	<b>OUTSTANDING FEES DUE DISB.</b> Submit any outstanding fees due DISB in connection with licensing, compliance or examination related matters.

**WHO TO CONTACT** – Contact DISB licensing staff by telephone at **(202) 727-8000** or send your questions via e-mail to [bankingbureau@dc.gov](mailto:bankingbureau@dc.gov) for additional assistance. Technical support questions should be directed to the NMLS Call Center at (240) 386-4444.

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

YOU ARE **NOT** AUTHORIZED TO ENGAGE IN MORTGAGE BROKERING OR LENDING ACTIVITY AT THIS LOCATION FOR DISTRICT OF COLUMBIA RESIDENTS, AND WOULD BE CONSIDERED TO BE OPERATING ON AN UNAUTHORIZED BASIS WITHOUT A LICENSE IF YOU WERE TO DO SO.