



**Surrender**  
Jurisdiction-Specific Requirements



**NEW YORK EXEMPT MORTGAGE LOAN SERVICER REGISTRATION**

**Instructions**

1. File the surrender request through the NMLS.
2. There is no fee to surrender
3. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following address:

*For U.S. Postal Service:*

*Exempt Mortgage Loan Servicer Request  
State of New York Banking Department  
Mortgage Banking Division  
One State Street  
New York, NY, 10004-1417  
Attention: Alex Smoroda*

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COVER LETTER.</b> Provide letter on company letter, signed by an authorized executive officer, containing the following information:</p> <ul style="list-style-type: none"> <li>▪ Physical address where the books and records relating to the servicing of New York mortgage loans will be maintained subsequent to surrender;</li> <li>▪ Name address and telephone number of the individual(s) responsible for maintaining the books and records; winding down the operations, and handling consumer complaints.</li> </ul>

**WHO TO CONTACT** – Contact Alex Smoroda by phone at 212 709-5569 or send your questions via e-mail to mbbdenovo@banking.state.ny.us for additional assistance.