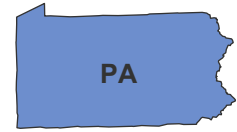




## Surrender Request Jurisdiction-Specific Requirements



### PENNSYLVANIA MORTGAGE LENDER LICENSE (BRANCH)

#### Instructions

1. Licensees must notify the Pennsylvania Department of Banking within ten (10) days of terminating business under this license. Notification must be made by surrendering the license through Form MU3 in NMLS
2. Mortgage originators sponsored by the company and working from this surrendered branch location will be moved into an "Approved-Inactive" status as of the date of surrender for this branch location.
3. You are required to update the Books and Records section of Form MU3 with the Records Custodian and the physical location where the books and records will be maintained subsequent to license surrender. If the Records Custodian or location changes after license surrender, you must provide written notice of changes to the Pennsylvania Department of Banking. Books and records *must* be kept for four (4) years from the date of license surrender.
4. Surrender requests will not be processed without receipt of all items listed on the checklist.
5. The acceptance of the surrender request is at the Department's discretion.
6. Pennsylvania does not charge fees for surrender at this time.
7. 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:

For U.S. Postal Service:

*The Pennsylvania Department of Banking  
Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania Department of Banking  
Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURRENDER REASON.</b> Return with this checklist a letter that provides the reason for license surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<b>HAVE YOU SURRENDERED OR HAVE INTENTIONS OF SURRENDERING YOUR MORTGAGE LICENSE(S) IN ANY OTHER STATE OR JURISDICTION?</b> No: _____ Yes: _____ If yes, return with this checklist a letter listing any other states/jurisdictions where you have or intend to surrender license.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ARRANGEMENTS TO PAY ALL CREDITORS.</b> Return with this checklist a letter describing the Arrangement the branch has made to pay all creditors (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<b>BOOKS AND RECORDS INFORMATION.</b> Verify that the information on Form MU3 for the Books and Records section has been updated and is accurate.

**WHO TO CONTACT** – Contact the PA Department of Banking licensing staff by phone at (717) 787-3717 or send your questions via e-mail to [ra-asklicensing@state.pa.us](mailto:ra-asklicensing@state.pa.us) for additional assistance.

THE APPLICANT/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 SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.