



SC Mortgage Broker Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Additional information is required; see below for required documents and filings.

Help Resources

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

Agency Contact Information

Contact SC-DCA licensing staff by phone at 803-734-4249 or send your questions via email to SCMortgageBroker@scconsumer.gov for additional assistance.

For U.S. Postal Service:

SC Department of Consumer Affairs
Attn: Mortgage Broker
P.O. Box 5757
Columbia, SC 29250-5757

For Overnight Delivery:

SC Department of Consumer Affairs
Attn: Mortgage Broker
293 Greystone Blvd., Suite 400
Columbia, SC 29210

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS

Complete	SC Mortgage Broker	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	SC Mortgage Broker	Submitted via...
<input type="checkbox"/>	<p>Withdrawal Plan: Send a withdrawal plan pursuant to S.C. Code Section 40-58-65(F) to Department of Consumer Affairs for surrender. We may request additional information upon review of your surrender; watch your e-mail for such requests.</p> <p>S.C. Code Section 40-58-65(F):</p> <p><i>A mortgage broker licensee who ceases doing business in this State must notify the administrator at least seven days in advance. The notification must include a withdrawal plan that includes a timetable for disposition of the business, the location of the books, records, and accounts until the end of the retention period, and certification of the proper disposal of those records.</i></p>	<p>Email to SC-DCA:</p> <p>SCMortgageBroker@scconsumer.gov</p>
<input type="checkbox"/>	<p>South Carolina Mortgage Log: File your South Carolina mortgage log with the SC Department of Consumer Affairs for loans processed in the current year by March 31st.</p>	<p>Email to SC-DCA:</p> <p>Mortgagelog@scconsumer.gov</p>
Note	<p>Company Owned Locations/Branches: If your company has licensed company owned locations/branches, you will be required to request to surrender your SC Mortgage Broker Branch license(s). See the SC Mortgage Broker Branch license Surrender Checklist for more information.</p>	