



Surrender Jurisdiction-Specific Requirements



VERMONT MORTGAGE BROKER LICENSE

Instructions

1. Licensee must notify the Vermont Banking Division in writing 30 days prior to submitting a request to surrender this license authority through the NMLS.
2. Surrender of the Company Mortgage Broker License for the main address requires the surrender of **all** Branch Mortgage Broker Licenses issued by the Vermont Banking Division.
3. All Authorized Mortgage Brokers sponsored by the licensee will be terminated.
4. All original mortgage broker license certificates for the current calendar year, including the most recently issued Addendum A, must be returned to the Vermont Banking Division, along with this checklist, within 5 business days of electronically submitting the surrender of the license(s) through the NMLS at the following:

For U.S. Postal Service:

*Vermont Department of Banking, Insurance,
Securities, and Health Care Administration
Banking Division
89 Main Street
Montpelier, VT 05620-3101*

For Overnight Delivery:

*Vermont Department of Banking, Insurance,
Securities and Health Care Administration
Banking Division
89 Main Street, 2nd Floor
Montpelier, VT 05602*

NMLS Unique ID Number: _____

Licensee Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	LICENSE. Enclose all current year original mortgage broker license certificates (including Branch Mortgage Broker Licenses) issued most recently by the <i>Vermont Banking Division</i> . If a license certificate has been lost or misplaced, provide a written attestation stating the license certificate has been lost or misplaced. In the event the license certificate is found, it must be immediately returned to the Vermont Banking Division.
<input type="checkbox"/>	<input type="checkbox"/>	ADDENDUM A. Enclose the most recent Addendum A for each license issued by the <i>Vermont Banking Division</i> . If an addendum has been lost or misplaced, provide a written attestation stating the addendum has been lost or misplaced. In the event the addendum certificate is found, it must be immediately returned to the Vermont Banking Division.

WHO TO CONTACT – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to nmls@bishca.state.vt.us for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR COMPLETING ALL OF THE REQUIREMENTS FOR SURRENDERING A LICENSE. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.