



Surrender Checklist
Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN BRANCH OFFICE LICENSE

Instructions

1. Notice of office closure/license surrender must be filed within 20 days of the event.
2. Confirm Records Custodian and location information on Form MU3 prior to filing surrender notification. Books & records must be accessible to DFI in compliance with RCW 31.04.155 and WAC 208-620-380(2) and WAC 208-620-520.
3. All licensed Loan Originators sponsored by the company & working from this surrendered branch location will be moved into an "Approved-Inactive" status as of the date of surrender for this branch location.
4. Washington does not charge fees for surrender at this time.

WHO TO CONTACT – Contact DFI's Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to DCS@dfi.wa.gov 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 FACILITE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.