



Surrender Checklist

Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN COMPANY LICENSE

Instructions

1. Notice of office closure/license surrender must be filed through NMLS within 20 days of the event.
2. Update Records Custodian and location information on Form MU1 prior to filing surrender. Books & records must be accessible to DFI in compliance with RCW 31.04.155, WAC 208-620-380(2), and WAC 208-620-520. If the Records Custodian or Location changes after surrender, you must provide written notice of changes to DFI.
3. Complete the Annual Assessment and Consolidated Annual Report (attached) that covers Washington activities from January 1, of the current year through the effective date of surrender. You must submit these reports even if you did no business in Washington since January 1st. Send it to DFI outside NMLS along with your check payable to the "Washington State Treasurer" for any Assessment fee due per the instructions in the attached forms.
4. Surrender all branch licenses and file closure/surrender notices through NMLS on Form MU3 for each branch. Update the Records Custodian and location for each Branch.
5. All licensed Loan Originators sponsored by the company will be moved into an "Approved-Inactive" status as of the date of surrender.
6. Washington 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:

Department of Financial Institutions
Division of Consumer Services
PO Box 41200
Olympia WA 98504-1200

For Overnight Delivery:

Department of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501

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.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON CONSUMER LOAN COMPANY LICENSE ITEM
<input type="checkbox"/>		ANNUAL ASSESSMENT & CONSOLIDATED ANNUAL REPORTS. Complete the attached Annual Assessment and Consolidated Annual Report for Washington activities from January 1 st of the current year through the date of surrender. <ul style="list-style-type: none">• You must submit these reports even if you did no business in Washington.• Enclose a check for assessment fees, payable to the Washington State Treasurer.• Enclose your supporting list(s) of Washington loans (one for each assessment line item response that is not listed as none). These lists must be in electronic format using Microsoft Excel software. (Your CDs should be password-protected).• Ensure your financial statements are filed on NMLS including Year-end Balance & Income sheets for prior year and most recent quarter-end statements.
<input type="checkbox"/>		ADDITIONAL SURRENDER INFORMATION. Complete the attached form about the future contact person and the pipeline information. If the future contact information changes, you must provide written notice of the changes to DFI.
<input type="checkbox"/>		SURRENDER REASON. If your company is surrendering its license but not ceasing doing business in Washington, indicate under which authority you will continue to do business in Washington. Your options are one or more of the following: <ul style="list-style-type: none"><input type="checkbox"/> Bank exclusion: See RCW 31.04.025, Consumer Loan Act<input type="checkbox"/> Doing business under the authority of Retail Installment Sales of Goods and Services Act: See chapter 63.14 RCW.

**WASHINGTON STATE 2010 CONSUMER LOAN MAIN OFFICE CLOSURE/LICENSE SURRENDER
FORM**

ADDITIONAL INFORMATION

FUTURE CONTACT PERSON: _____
TITLE: _____
MAILING ADDRESS: _____

City County State Zip
PHONE NUMBER: _____
EMAIL ADDRESS: _____

NUMBER OF WASHINGTON LOANS IN PIPELINE*: _____
HOW ARE THESE LOANS BEING HANDLED? _____

*Include a list in excel format of all outstanding Washington loans in the pipeline

REASON FOR SURRENDER/CLOSURE: _____

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE CLOSURE/SURRENDER FORM

ANNUAL ASSESSMENT REPORT (AAR)

CONSUMER LOAN COMPANY NAME: _____

LICENSE NUMBER: _____ **EFFECTIVE DATE OF CLOSURE/SURRENDER** _____

WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE") Report All Loans Brokered, Made, Or Purchased: Regardless Of Interest Rate Or Lien Position		Number of Loans	Dollar Volume
MORTGAGE ACTIVITY: ASSESSMENT			
1	Enter the total principal balance of WA mortgage loans in your portfolio at year-end.		
2a	Enter the total principal amount of all WA mortgage loans you brokered and Table-Funded from January 1st through the effective date of closure or surrender.		
2b	Enter the total principal amount of all WA mortgage loans you made from January 1st, through the effective date of closure or surrender. Do not include canceled loans that did not fund.		
2c	Enter the total principal amount of all WA mortgage loans you purchased from January 1st, through the effective date of closure or surrender. Include Secondary Market transactions.		
2d	Subtotal: Add lines 1 through 2c. Enter this amount on line 5.		
NON-MORTGAGE ACTIVITY: ASSESSMENT			
3	Enter the total principal balance of WA non-mortgage loans in your portfolio at year-end..		
4a	Enter the total principal amount of all WA non-mortgage loans you brokered and Table-Funded from January 1st, through the effective date of closure or surrender. This is a rare activity in the industry.		
4b	Enter the total principal amount of all WA non-mortgage loans you made from January 1st, through the effective date of closure or surrender. Do not include canceled loans.		
4c	Enter the total principal amount of all WA non-mortgage loans you purchased from January 1st, through the effective date of closure or surrender. Include Secondary Market transactions.		
4d	Subtotal: Add lines 3 through 4c. Enter this amount on line 6 below.		
ASSESSMENT FEE CALCULATION			Dollar Volume
5	Enter the total dollar volume from 2d here.		
6	Enter the total dollar volume from 4d here.		
7	Adjusted total loan value: Add lines 5 and 6.		
8	Assessment fee: multiply line 7 by .000180271 (round to the nearest cent) and enter the result here. Pay this amount. Make checks payable to the "Washington State Treasurer."		

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE CLOSURE/SURRENDER FORM

CONSOLIDATED ANNUAL REPORT (CAR), Page 1

CONSUMER LOAN COMPANY NAME: _____

LICENSE NUMBER: _____ **EFFECTIVE DATE OF CLOSURE/SURRENDER** _____

WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE") Report All Loans Brokered, Made, Or Purchased: Regardless Of Interest Rate Or Lien Position		Number of Loans	Dollar Volume
INFORMATIONAL ACTIVITY:			
1	Enter the total principal balance of WA mortgage loans in your portfolio as of the effective date of closure or surrender.		
2	Enter the total principal balance of WA non-mortgage loans in your portfolio as of the effective date of closure or surrender.		
3	Washington mortgage loans that foreclosed from January 1st, through the effective date of closure or surrender.		
4	Washington mortgage loans contractually delinquent 60 days or more from January 1st, through the effective date of closure or surrender.		
5	For all loans that you own, enter the following information from January 1st, through the effective date of closure or surrender.		
	5a. Interest Only Adjustable Rate Mortgages (ARMs)		
	5b. Payment Option ARMs		
	5c. Other first lien loans that permit negative amortization		
	5d. Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or "teaser" rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)		
	5e. Balloon Payment Loans		

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE CLOSURE/SURRENDER FORM

AFFIDAVIT

(PLEASE PRINT NEATLY)

AFFIDAVIT OF PREPARER:

I HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Prepared By: _____
Signature *Date*

Typed or printed name of preparer *Title*

Phone: _____ Ext: _____ Fax: _____ E-mail: _____

AFFIDAVIT OF COMPANY OFFICIAL:

I, _____ the undersigned being the _____
Type or Print Name of Company Representative *Title of Company Representative*

of _____, a Washington licensed Consumer Loan Company,
Print Company Name as Licensed

HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Signature of Company Representative

NOTARY:

Signed and sworn before me this _____ day of _____ 20_____ and

I hereby certify that I am not an officer or director of this company. _____

Signature of Notary Public

notary seal here

Notary Public in and for the:
State of _____
County of _____
My appointment expires: _____

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE SURRENDER FORM

ANNUAL ASSESSMENT REPORT (AAR)

COMPANY NAME: _____ **LICENSE NUMBER:** _____ **EFFECTIVE DATE OF SURRENDER** _____

WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE") Report All Loans Brokered, Made, Or Purchased: Regardless Of Interest Rate Or Lien Position		Number of Loans	Dollar Volume
MORTGAGE ACTIVITY: ASSESSMENT			
1	Enter the total principal loan balance of WA mortgage loans in your portfolio at closure.		
2a	Enter the total principal loan amount of all WA mortgage loans you brokered from January 1st, through the effective date of closure or surrender.		
2b	Enter the total principal loan amount of all WA mortgage loans you made from January 1st, through the effective date of closure or surrender. Do not include canceled loans that did not fund,		
2c	Enter the total principal loan amount of all WA mortgage loans you purchased from January 1st, through the effective date of closure or surrender. Include Table-Funded and Secondary Market transactions.		
2d	Subtotal: Add lines 1 through 2c. Enter this amount on line 5.		
NON-MORTGAGE ACTIVITY: ASSESSMENT			
3	Enter the total principal loan balance of WA non-mortgage loans in your portfolio at closure.		
4a	Enter the total principal loan amount of all WA non-mortgage loans you brokered from January 1st through the effective date of closure or surrender. This is a rare activity in the industry.		
4b	Enter the total principal loan amount of all WA non-mortgage loans you made from January 1st, through the effective date of closure or surrender. Do not include canceled loans.		
4c	Enter the total principal loan amount of all WA non-mortgage loans you purchased from January 1st, through the effective date of closure or surrender. Include Table-Funded and Secondary Market transactions.		
4d	Subtotal: Add lines 3 through 4c. Enter this amount on line 6 below.		
ASSESSMENT FEE CALCULATION			Dollar Volume
5	Enter the total dollar volume from 2d here.		
6	Enter the total dollar volume from 4d here.		
7	Adjusted total loan value: Add lines 5 and 6.		
8	Assessment fee: multiply line 7 by .000180271 (round to the nearest cent) and enter the result here. Pay this amount. Make checks payable to the "Washington State Treasurer."		

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE LICENSE SURRENDER FORM

CONSOLIDATED ANNUAL REPORT (CAR), Page 1

COMPANY NAME: _____ **LICENSE NUMBER:** _____ **EFFECTIVE DATE OF CLOSURE/**

WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE") Report All Loans Brokered, Made, Or Purchased: Regardless Of Interest Rate Or Lien Position		Number of Loans	Dollar Volume
MORTGAGE ACTIVITY: INFORMATIONAL			
1a	Enter the total principal loan balance of WA mortgage loans in your portfolio as of the effective date of closure or surrender.		
1b	Enter the total principal loan amount of WA mortgage loans sold from January 1st, through the effective date of closure or surrender with servicing released.		
1c	Enter the total principal loan amount of WA mortgage loans sold from January 1st, through the effective date of closure or surrender with servicing retained.		
1d	Enter the total principal loan amount for WA mortgage loans you service but have never owned as of the effective date of closure or surrender.		
1e	Enter the total principal loan amount of WA mortgage loans that foreclosed from January 1st, through the effective date of closure or surrender.		
1f	Enter the total principal loan amount of WA mortgage loans in foreclosure as of the effective date of surrender. Include amounts not already recorded in line item 1e above.		
1g	Enter the total principal loan amount of WA mortgage loans charged against reserve for loan losses as a result of foreclosures from January 1st, through the effective date of closure or surrender		
1h	Enter the total principal loan amount of WA mortgage loans contractually delinquent 30 days or more as of the effective date of closure or surrender.		
1i	For any loans that you service, but do not own, enter the following information as of the effective date of closure or surrender:		
	Interest Only Adjustable Rate Mortgages (ARMs)		
	Payment Option ARMs		
	Other first lien loans that permit negative amortization		
	Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or "teaser" rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)		
	Extended Term Loans (Extended term loans are any adjustable rate or fixed rate product marketed to subprime borrowers with an amortization period longer than the term of the loan, such as to require the payment of a balloon amount at the end of the loan term.)		
	Loans with adjustable rates that will experience rate resets in:		
	1 st Quarter 2010		
	2 nd Quarter 2010		
	3 rd Quarter 2010		

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE LICENSE SURRENDER FORM

CONSOLIDATED ANNUAL REPORT (CAR), Page 2

MORTGAGE ACTIVITY: INFORMATIONAL, CONTINUED		Number of Loans	Dollar Volume
1i	4 th Quarter 2010		
	1 st Quarter 2011		
	2 nd Quarter 2011		
	3 rd Quarter 2011		
	4 th Quarter 2011		
	1 st Quarter 2012		
	2 nd Quarter 2012		
	3 rd Quarter 2012		
	4 th Quarter 2012		
1j	Loans in your portfolio: Enter the following information as of the effective date of closure or surrender:		
	Interest Only Adjustable Rate Mortgages (ARMs)		
	Payment Option ARMs		
	Other first lien loans that permit negative amortization		
	Introductory rate loans (Introductory rate loans: low initial payments based on a fixed introductory or “teaser” rate that expires after a short initial period then adjusts to a variable index rate plus a margin for the remaining term of the loan.)		
	Extended Term Loans (Extended term loans are any adjustable rate or fixed rate product marketed to subprime borrowers with an amortization period longer than the term of the loan, such as to require the payment of a balloon amount at the end of the loan term.)		
	Loans with adjustable rates that will experience rate resets in:		
	1 st Quarter 2010		
	2 nd Quarter 2010		
	3 rd Quarter 2010		
	4 th Quarter 2010		
	1 st Quarter 2011		
	2 nd Quarter 2011		
	3 rd Quarter 2011		
	4 th Quarter 2011		
1 st Quarter 2012			
2 nd Quarter 2012			
3 rd Quarter 2012			
4 th Quarter 2012			

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE LICENSE SURRENDER FORM

CONSOLIDATED ANNUAL REPORT (CAR), Page 3

NON-MORTGAGE ACTIVITY: INFORMATIONAL		Number of Loans	Dollar Volume
2a	Enter the total principal loan balance of WA non-mortgage loans in your portfolio as of the effective date of closure or surrender.		
2b	Enter the total principal loan amount of WA non-mortgage loans that defaulted from January 1st, through the effective date of closure or surrender.		
2c	Enter the total principal loan amount of WA non-mortgage loans in default as of the effective date of closure or surrender. Include amounts not already recorded in line item 2b above.		
2d	Enter the total principal loan amount of WA non-mortgage loans charged against reserve for loan losses as a result of default from January 1st, through the effective date of closure or surrender.		
2e	Enter the total principal loan amount of WA non-mortgage loans contractually delinquent 30 days or more as of the effective date of closure or surrender.		

WASHINGTON STATE CONSUMER LOAN MAIN OFFICE LICENSE SURRENDER FORM

AFFIDAVIT

(PLEASE PRINT NEATLY)

AFFIDAVIT OF PREPARER:

I HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Prepared By: _____
Signature *Date*

Typed or printed name of preparer *Title*

Phone: _____ Ext: _____ Fax: _____ E-mail: _____

AFFIDAVIT OF COMPANY OFFICIAL:

I, _____ the undersigned being the _____
Type or Print Name of Company Representative *Title of Company Representative*
of _____, a Washington licensed Consumer Loan Company,
Print Company Name as Licensed

HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Signature of Company Representative

NOTARY:

Signed and sworn before me this _____ day of _____ 20_____ and

I hereby certify that I am not an officer or director of this company. _____

Signature of Notary Public

Notary Public in and for the:

State of _____

County of _____

My appointment expires: _____

notary seal here

(Signature of Surety official)