



Surrender Checklist
Jurisdiction-Specific Requirements



WASHINGTON EXEMPT MORTGAGE BROKER REGISTRATION

Instructions

1. Notice of company closure/registration surrender must be filed through NMLS.
2. All licensed Loan Originators sponsored by the company will be moved into an “Approved-Inactive” status as of the date of surrender.
3. Washington does not charge fees for surrender at this time.
4. Send nothing to Washington for surrender. We may request additional information upon review of your surrender; watch your e-mail for such requests.

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