



Surrender Checklist

Jurisdiction-Specific Requirements



WASHINGTON MORTGAGE BROKER 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 the surrender notification. Books & records must be accessible to DFI in compliance with RCW 19.146.060 and WAC 208-660-450. If the Records Custodian or Location changes after surrender, you must provide written notice of changes to DFI.
3. Complete the Mortgage Broker Closure Report which covers Washington activities from January 1 of the current year through the effective date of surrender. Fax or email it directly to DFI.
4. Updated Records Custodian and location information for each branch on Form MU3 prior to filing the surrender notification.
5. All licensed Loan Originators sponsored by the company will be moved into an "Approved-Inactive" status as of the date of surrender. The Designated Broker's Registration will be surrendered as of the date of the company's surrender if he/she isn't a designated broker for another company.
6. Submit any remaining borrower funds in your trust account to the Washington Department of Revenue, Unclaimed Property Division which can be reached at www.dor.wa.gov or (360) 705-6706.
7. Washington does not charge fees for surrender at this time.
8. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist via email or fax ONLY within 5 business days of the electronic submission of your surrender through the NMLS at the following:

Fax:
(360) 664-2258

Email:
DCS@dfi.wa.gov

NMLS Unique ID Number: _____

Licensee Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON MORTGAGE BROKER SURRENDER LICENSE ITEM
<input type="checkbox"/>		MORTGAGE BROKER CLOSURE REPORT. Complete the attached Mortgage Broker Closure Report for Washington activities from January 1 st of the current year through the date of surrender. You must complete and submit this report even if you did not business in Washington during this time period.

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.

