



Surrender
Jurisdiction-Specific Requirements



CALIFORNIA FINANCE LENDERS LAW LICENSE (BRANCH)

Instructions

1. California does not charge fees for license surrender.
2. Licensees who make or arrange residential mortgage loans must notify the California Department of Business Oversight through the NMLS when terminating business under this license.
3. Branch office surrenders are processed using form MU3. Note: You must select the MU3 associated with the branch office (s) you wish to surrender and CA-DBO as the jurisdiction.
4. You are required to indicate the physical location where the books and records will be maintained subsequent to the surrender of the branch license. This information must be provided in the "Books and Records" section of the Form MU3.
5. The licensee must submit any documents required on the checklist below 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:

*California Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013*

For Overnight Delivery:

*California Department of Business Oversight
NMLS Licensing Unit
320 West 4th Street, Suite 750
Los Angeles, CA 90013*

NMLS Unique ID Number: _____

Licensee Legal Name: _____

CALIFORNIA FINANCE LENDERS LAW LICENSE		
Branch Surrender		
ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	LICENSE. Enclose the original license as issued by the California Department of Business Oversight. If the license has been lost or misplaced, provide an attestation to that affect.
<input type="checkbox"/>	<input type="checkbox"/>	LOCATION OF RECORDS. Provide the location where the records will be maintained and the name, address and phone number of the individual(s) responsible for safekeeping of the books and records subsequent to the surrender. Please also provide the name address and phone number of the individual(s) responsible for winding down the operations at the location and for handling consumer complaints.

WHO TO CONTACT – Contact Department of Business Oversight by phone at 1-866-275-2677 or visit our website at www.dbo.ca.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.