



MA Mortgage Lender License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. All documents required outside of the NMLS must be received within 5 business days of the submission through NMLS.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact [MA Division of Banks](#) licensing staff by phone at [617\) 956-1500 ext. 61480](tel:6179561500) or send your questions via email to nmls@state.ma.us for additional assistance.

For U.S. Postal Service & For Overnight Delivery:

*Massachusetts Division of Banks
Attn: Mortgage Lender/Mortgage Broker Licensing Unit
1000 Washington Street
10th floor
Boston, MA 02118-2218*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
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Complete	MA Mortgage Lender License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p> <p>Note: Please be advised that by surrendering your company's main license for Massachusetts, you are indicating that you no longer wish to be licensed as a mortgage lender in Massachusetts, and therefore you are required to surrender your company's mortgage lender branch licenses as well.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
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Complete	MA Mortgage Lender License	Submitted via...
<input type="checkbox"/>	<p>Final Annual Report: The licensee's Final Massachusetts Mortgage Lender Annual Report must be filed no later than thirty (30) days of notice through the NMLS of the surrender of the license. Annual Report forms are located on the Division's website: www.mass.gov/dob.</p> <p>This information must be sent outside of NMLS, directly to the Massachusetts Division of Banks using the method indicated.</p>	<p>Email to Division of Banks: dobannualreport@massmail.state.ma.us</p>