



# MT Escrow Business Entity License Surrender Checklist (Entity)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. Confirm record storage information prior to filing surrender notification and update Form MU1 as applicable. The custodian of records shall preserve the records and allow the Division access for examination and investigation.
2. Montana law requires that consumer loan records be kept for 3 years after the close of any escrow.
3. File the surrender request through NMLS.
4. There is no fee to surrender.
5. We may request additional information upon review of your surrender; watch your e-mail for such requests.
6. The Montana Division of Banking and Financial Institutions may refuse to accept a voluntary surrender until the entity has complied with the requirements on this checklist.

### Help Resources

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

### Agency Contact Information

Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov) for additional assistance.

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

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	MT Independent Contractor Entity License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS
<input type="checkbox"/>	<b>Physical Location Where Documents will be Preserved:</b> Provide the physical location where all files and records will be preserved.	NMLS
<input type="checkbox"/>	<b>Custodian of Records:</b> Provide the name, physical address, electronic mail address and telephone number of the custodian of records.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	MT Independent Contractor Entity License	Submitted via...
<input type="checkbox"/>	<b>Annual Financial Statement and Escrow Activities Report:</b> Please complete and submit to the Division the Annual Financial Statement and Escrow Activities Report. This report can be found at <a href="http://banking.mt.gov/Home/Forms">banking.mt.gov/Home/Forms</a> .	E-Mail to MT <a href="mailto:mortgagelicensing@mt.gov">mortgagelicensing@mt.gov</a>