



# MT Mortgage Servicer Branch License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)

## GENERAL INFORMATION

### Instruction

1. Confirm record storage information prior to filing surrender notification and update Form MU3 as applicable. The custodian of records shall preserve the records and allow the Division access for examination and investigation.
2. File the surrender request through NMLS.
3. There is no fee to surrender.
4. The Montana Division of Banking and Financial Institutions may refuse to accept a voluntary surrender of a license under certain circumstances, see Mont. Code Ann. § [32-9-126\(6\)](#).
5. We may request additional information upon review of your surrender; watch your e-mail for such requests.

### 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 THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.