



# NH Mortgage Servicer License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. The surrender request will not be accepted until all required documents are received and reviewed by the Department.
3. Please note that surrendering your license does not preclude you from any other obligations with the NH Banking Department, such as providing documents for an exam, fines, exam fees, outstanding orders, etc.
4. There is no fee to surrender.

### Help Resources

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

### Agency Contact Information

Contact New Hampshire Banking Department licensing staff by phone at (603) 271-8675 or send your questions via email to [licensing@banking.nh.gov](mailto:licensing@banking.nh.gov) for additional assistance.

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

*New Hampshire Banking Department  
53 Regional Drive  
Concord NH 03301*

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		
Complete	NH Mortgage Servicer 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.	<b>NMLS</b>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NH Mortgage Servicer License	Submitted via...
<input type="checkbox"/>	<b>NH Surrender Form:</b> Complete the <a href="#">NH surrender form</a> . All questions must be answered, all fields requiring a response must be complete (enter "None" or "N/A" where appropriate).	<b>Mail to NH Banking Department</b>
<input type="checkbox"/>	<b>Annual Report:</b> The company should be up to date with any Mortgage Call Reports (MCR).	<b>Mail to NH Banking Department</b>
<input type="checkbox"/>	<b>Surrender Publication Notice:</b> Submit the publication notice or evidence that the notice has been placed with newspaper to the Department.	<b>Mail to NH Banking Department</b>
Note	<b>Surety Bond:</b> The company's Surety Bond must remain in place until the surrender is accepted by the NH Banking Department through NMLS.	<b>N/A</b>