



# NY Exempt Mortgage Loan Servicer Registration Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Jurisdiction-specific requirements as identified on the checklist below must be received within 5 business days of the electronic submission of your surrender through the NMLS.

### Help Resources

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

### Agency Contact Information

Contact Mortgage Banking licensing staff via email at [exempt.mortgage@dfs.ny.gov](mailto:exempt.mortgage@dfs.ny.gov) for additional assistance.

*For U.S. Postal Service and Overnight Delivery*

*New York State Department of Financial Services  
Attention: Exempt Mortgage Company Processing Unit  
One State Street  
New York, NY 10004*

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	NY Exempt Mortgage Loan Servicer Registration	Submitted via...
<input type="checkbox"/>	<p><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.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Exempt Mortgage Loan Servicer Registration	Submitted via...
<input type="checkbox"/>	<p><b>Cover Letter.</b> Provide a letter on company letterhead, signed by an authorized executive officer vetted and approved by the Department. The letter must address the following information:</p> <ul style="list-style-type: none"> <li>Physical address where the books and records relating to the servicing of New York loans will be maintained after surrender.</li> <li>Name, address, and telephone number of the individual(s) responsible for maintaining the books and records; winding down the servicing operations and responding to consumer complaints received after surrender.</li> </ul> <p>This information must be sent outside of NMLS, directly to New York State Department of Financial Services using the method indicated.</p>	<p><b>Mail to:</b> New York Department of Financial Services – See address above.</p>