



Surrender Jurisdiction-Specific Requirements



NEW YORK MORTGAGE BANKER BRANCH LICENSE

Instructions

1. New York does not charge fees for license surrender.
2. Surrenders will not be processed without receipt of all items listed on the checklist.
3. Branch office surrenders are processed using Form MU3. **Note:** you must select the MU3 associated with the branch office(s) you wish to surrender and New York as the jurisdiction.
4. You are required to indicate the physical location where the books and records will be maintained subsequent to the surrender of the branch license. This information must be provided in the “Books and Records” section of Form MU3.
5. The licensee must submit any documents required on the checklist below within 5 business days of the submission of your surrender request through NMLS. If originals are required, the original document **MUST** be mailed to the following address:

New York State Department of Financial Services
Attention: Mortgage Banking – Supervision Unit
One State Street
New York, NY 10004

DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT

NMLS Unique ID Number: _____

Licensee Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>COVER LETTER All surrender requests must be accompanied by a cover letter on company letter head signed by an authorized officer or principal owner of the company, as listed in the Department’s records.</p> <p>The cover letter must address the licensee’s intention to terminate the branch’s New York operations and provide the following information:</p> <p>(A) The name, address and telephone number of the individual(s) responsible for safekeeping of the books and records subsequent to the surrender; and</p> <p>(B) The name, address and telephone number of the individual(s) responsible for handling consumer complaints for the surrendered branch office.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ORIGINAL LICENSE You must return the original license for the branch office issued by the New York State Department of Financial Services.</p> <p>Note: If your license(s) has been lost or misplaced, you must submit a notarized Lost License and Certificate Affidavit. The affidavit can be downloaded at https://www.dfs.ny.gov/apps_and_licensing/mortgage_companies/common_forms</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>PIPELINE Provide a list of all loans in the pipeline of the respective branch office(s) as of the date surrender is filed in the NMLS. Listing should include the date of application, name of borrower(s), property address, proposed loan amount, fees, and anticipated closing date. Also, identify the new location responsible for finalizing the processing or origination of loans in the surrendered branch pipeline.</p>

WHO TO CONTACT – For questions concerning surrendering a mortgage banker branch license, please contact the Department at Mortgage.Banker@dfs.ny.gov.

SURRENDER OF YOUR LICENSE IS NOT EFFECTIVE UNTIL ACCEPTED BY THE DEPARTMENT OF FINANCIAL SERVICES. YOU REMAIN RESPONSIBLE FOR FINANCIAL OBLIGATIONS INCURRED PRIOR TO THE EFFECTIVE DATE OF SURRENDER.