



## Surrender Jurisdiction-Specific Requirements



### NEW YORK MORTGAGE BROKER REGISTRATION

#### 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. Principal office surrenders are processed using form MU1. **Note:** You must surrender each branch office using Branch Form MU3.
4. You are required to indicate the physical location where the books and records will be maintained subsequent to the surrender. This information must be provided in the “Books and Records” section of Company Form MU1.
5. Documents listed below must be submitted within five (5) days of the electronic submission of your surrender through NMLS. If originals are required, the original document **MUST** be mailed in hard copy 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: \_\_\_\_\_

Registrant's Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>COVER LETTER</b> 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. If the entity is equally owned (i.e. 50-50 or 33-33 etc.) by more than one individual, the cover letter must contain an affirmation that all parties consent to the surrender. The cover letter must address the registrant's intention to terminate the 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 of the principal office or any branch offices.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ORIGINAL REGISTRATION</b> You must return the original registration for the principal office and all authorized branch location(s) issued by the New York State Department of Financial Services.</p> <p><b>Note:</b> If your registration(s) has been lost or misplaced, you must submit a notarized Lost License and Certificate Affidavit. The affidavit can be downloaded at <a href="http://www.dfs.ny.gov/banking/mbllca.pdf">www.dfs.ny.gov/banking/mbllca.pdf</a>.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PIPELINE</b> Provide a list of all loans in the pipeline as of the date the surrender is filed in the NMLS. The listing must include the date of application, name of borrower(s), property address, proposed loan amount, fees, and anticipated closing date.</p> <p>The Department will not accept for processing any surrender request with uncommitted loans remaining in the pipeline or with committed loans scheduled to close more than 7 days after the date of surrender.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>FINAL VOLUME OF OPERATIONS REPORT</b> You are required to submit a final Volume of Operations Report (VOOR) for the year in which you surrendered your registration. Please provide information for section "H" and all subsequent sections. Do not provide information for sections "A" through "G" To obtain the final VOOR form, please contact the Department at <a href="mailto:mbdvoor@dfs.ny.gov">mbdvoor@dfs.ny.gov</a></p>

**WHO TO CONTACT** – For questions concerning surrendering a mortgage broker registration, please contact the Department at [Mortgage.Broker@dfs.ny.gov](mailto:Mortgage.Broker@dfs.ny.gov).

SURRENDER OF YOUR REGISTRATION 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