



AK Nonprofit Organization Mortgage Exemption Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Once the Division has accepted the voluntary surrender, the company is still required to maintain books and records for three (3) years after the date of the final entry on the account, closing date if not serviced by the company, or date of withdraw or turndown if loan didn't close, as required by AS 06.60.135.

Help Resources

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

Agency Contact Information

Contact *Alaska Division of Banking & Securities* licensing staff by phone at *(907) 465-6339* or send your questions via email to mortgagelending@alaska.gov for additional assistance.

For U.S. Postal Service:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
P.O. Box 110807
Juneau, Alaska 99811-0807*

For Overnight Delivery:

*State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
333 Willoughby Avenue, 9th Floor
State Office Building
Juneau, Alaska 99801*

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	AK Nonprofit Organization Mortgage Exemption	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS
<input type="checkbox"/>	Books and Records: Update the <i>Books and Records</i> section of Company Form (MU1) and provide the Custodian name and the physical location where the books and records will be maintained subsequent to surrender. If the Records Custodian or location changes after surrender, you must provide written notice or changes to the Alaska Division of Banking & Securities. Books and records must be kept for three (3) years from the date of surrender. Please refer to AS 06.60.135 and 3 AAC 14.420 for detailed requirements.	NMLS
<input type="checkbox"/>	Consumer Complaint Contact Employee: Verify that the Consumer Complaint Contact Employee in the <i>Contact Employees</i> section of the Company Form (MU1) is accurate.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	AK Nonprofit Organization Mortgage Exemption	Submitted via...
<input type="checkbox"/>	Surrender Reason: Return with this checklist a letter that provides the reason for license surrender and a statement verifying that all loans have been closed and sold or paid in full.	Email to mortgagelending@alaska.gov