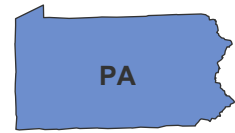




**Surrender Request**  
Jurisdiction-Specific Requirements



**PENNSYLVANIA MORTGAGE LENDER LICENSE**

**Instructions**

1. Licensee must notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this license. Notification must be made by surrendering the license through Form MU1 in NMLS.
2. Mortgage originators sponsored by this licensee will be moved into an “Approved-Inactive” status as of the date of surrender of the company license.
3. You are required to update the Books and Records section of Form MU1 with the Records 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 of changes to the Pennsylvania Department of Banking and Securities. Books and records *must* be kept for four (4) years from the date of surrender.
4. Complete the Standard Mortgage Call Report (“MCR”) for the most recent quarter in which you were licensed. If you are a Fannie Mae or Freddie Mac Seller/Servicer or a Ginnie Mae Issuer, complete the Expanded MCR for the most recent quarter in which you were licensed. Additionally, make certain the Financial Condition report has been completed for the year in which you last conducted business. The reports are to be completed through NMLS.
5. Surrender requests will not be processed without receipt of all items listed on the checklist.
6. The acceptance of the surrender is at the Department’s discretion.
7. Pennsylvania does not charge fees for surrender at this time.
8. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following:

*For U.S. Postal Service:*

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Office  
17 N 2<sup>nd</sup> Street, Ste 1300  
Harrisburg, PA 17101-2290*

*For Overnight Delivery:*

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Office  
17 N 2<sup>nd</sup> Street, Ste 1300  
Harrisburg, PA 17101-2290*

NMLS Unique ID Number: \_\_\_\_\_

Licensee Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURRENDER REASON.</b> Return with this checklist a letter that provides the reason for license surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PIPELINE.</b> Return with this checklist a letter listing all loans in the pipeline as of the date surrender is filed in the NMLS.  Listing should include: ▪ Name of consumer ▪ Consumer address & telephone number ▪ Current application status ▪ Name of mortgage broker (if other than company brokered loan) ▪ Broker contact information ▪ Loan number ▪ Amount of loan ▪ Closing date of loan ▪ Loan type (i.e. purchase or refinance) ▪ Amount of prepaid loan fees submitted ▪ Rate lock status ▪ Contact information for applicable lender with whom each loan will be placed ▪ Date these loans will be resolved.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOANS SUBJECT TO RECOURSE (I.E. SUBJECT TO BUYBACK).</b>  Total number of loans subject to buyback: _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>HAVE YOU SURRENDERED OR HAVE INTENTIONS OF SURRENDERING YOUR MORTGAGE LICENSE(S) IN ANY OTHER STATE OR JURISDICTION?</b>  No: _____ Yes: _____  If yes, return with this checklist a letter listing any other states/jurisdictions where you have or intend to surrender license.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ARRANGEMENTS TO PAY ALL CREDITORS.</b> Return with this checklist a letter describing the Arrangement (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<b>CONTACT AND BOOKS/ RECORDS INFORMATION.</b> Verify that the information on Form MU1 for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate.

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.