



# VT Mortgage Broker – Sole Proprietor License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Complete the MCR Call Report for the last quarter.
4. Send nothing to the Vermont Department of Financial Regulation for surrender. We may request additional information upon review of your surrender; watch for license items or emails for such requests.

### Help Resources

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

### Agency Contact Information

Contact *Vermont Department of Financial Regulation* licensing staff by phone at (802) 828-3307 or send your questions via email to [DFR.NMLS1@vermont.gov](mailto:DFR.NMLS1@vermont.gov) for additional assistance.

#### *For U.S. Postal Service:*

*Vermont Department of Financial Regulation  
Banking Division  
89 Main Street  
Montpelier, VT 05620-3101*

#### *For Overnight Delivery:*

*Vermont Department of Financial Regulation  
Banking Division  
89 Main Street, 2<sup>nd</sup> Floor  
Montpelier, VT 05602*

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		
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Complete	VT Mortgage Broker – Sole Proprietor License	Submitted via...
<input type="checkbox"/>	<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.	NMLS
<input type="checkbox"/>	<b>MCR Call Report:</b> Submit the last quarter report in which the Company license was in an approved status.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
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Complete	VT Mortgage Broker – Sole Proprietor License	Submitted via...
No items are required to be submitted outside of NMLS at this time.		