



Surrender Checklist

Jurisdiction-Specific Requirements



WASHINGTON MORTGAGE BROKER BRANCH LICENSE

Instructions

1. Notice of office closure/license surrender must be filed through NMLS within 20 days of the event.
2. Update Records Custodian and location information on Form MU3 prior to filing the surrender notification. Books & records must be accessible to DFI in compliance with RCW 19.146.060 and WAC 208-660-450. If the Records Custodian or Location changes after surrender, you must provide written notice of changes to DFI.
3. All licensed Loan Originators sponsored by the company and working from this surrendered branch location will be moved into an "Approved-Inactive" status as of the date of surrender.
4. If this branch office maintained a separate trust account, any remaining borrower funds in that trust account should be submitted to the Washington Department of Revenue, Unclaimed Property Division which can be reached at www.dor.wa.gov or (360) 705-6706.
5. Washington does not charge fees for surrender at this time.
6. There are no Jurisdiction-specific requirements to provide DFI after the branch surrender has been filed via the NMLS.

WHO TO CONTACT – Contact DFI's Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to DCS@dfi.wa.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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.