



# MI 1<sup>st</sup> Mortgage Broker License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. Remove MLO sponsorships.
3. There is no fee to surrender.
4. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender through the NMLS.

### Help Resources

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

### Agency Contact Information

Contact [Office of Consumer Finance](#) by phone at [\(877\) 999-6442](tel:877-999-6442) or send your questions via email to [difs-fin-info@michigan.gov](mailto:difs-fin-info@michigan.gov) for additional assistance.

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

*Department of Insurance and Financial Services  
Office of Consumer Finance  
P.O. Box 30220  
Lansing, MI 48909-7720*

#### *For Overnight Delivery:*

*Department of Insurance and Financial Services  
Office of Consumer Finance  
530 W. Allegan St., 7th Floor  
Lansing, MI 48933*

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	MI 1 <sup>st</sup> Mortgage Broker 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>Sponsorship Removal:</b> Remove the relationship and sponsorship of the Michigan mortgage loan originators. See the <a href="#">Ending Relationships and Sponsorships Quick Guide</a> for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	MI 1 <sup>st</sup> Mortgage Broker License	Submitted via...
<input type="checkbox"/>	<b>Certificate:</b> Return the license certificate that contains the Director’s signature, as issued by the Department of Insurance and Financial Services. If the license certificate has been lost or misplaced, provide an attestation to that affect.	<b>Mail to Michigan Department of Insurance and Financial Services</b>
<input type="checkbox"/>	<b>Explanation for Surrender:</b> Email a detailed explanation as to why the Company is surrendering the license.	<b>Email to <a href="mailto:difs-fin-info@michigan.gov">difs-fin-info@michigan.gov</a></b>