CT Mortgage Broker License
Surrender Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- Requirements Completed in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Instruction
1. File the surrender request through NMLS not later than 15 days after the date a licensee ceases to engage in the business of mortgage brokering in this state for any reason.
2. There is no fee to surrender.
3. No surrender shall be effective until accepted by the Commissioner.
4. Provide a pipeline report concerning the status of any pending loan applications, including applications that were approved and not closed, or not funded as of the license surrender date.
5. We may request additional information upon review of your surrender; watch your email for such requests.

Helpful Resources
- Company License Surrender Requests Quick Guide
- License Status Review & Definitions Quick Guide

Agency Contact Information
Contact Consumer Credit licensing staff by phone at (860)240-8225 or send your questions via email to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:
Connecticut Department of Banking
Consumer Credit
260 Constitution Plaza
Hartford, CT 06103-1800

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.
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>CT Mortgage Broker Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗙️</td>
<td>Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the NMLS. See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
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</tr>
</thead>
<tbody>
<tr>
<td>🗙️</td>
<td>Outstanding Fees: Submit payment for any outstanding compliance examination fees owed to the Connecticut Department of Banking. Payment should be submitted directly to the department with checks to be made payable to: “Treasurer, State of Connecticut.”</td>
<td>Mail to CT Department of Banking</td>
</tr>
<tr>
<td>🗙️</td>
<td>Mortgage Loan Pipeline: Provide a detailed report concerning the status of any pending loan applications, including applications that were approved and not closed, or not funded as of the license surrender date.</td>
<td>Email or Mail to CT Department of Banking</td>
</tr>
</tbody>
</table>