



Surrender Checklist

Agency-Specific Requirements



HAWAII MORTGAGE SERVICER LICENSE

Instructions

The Hawaii Division of Financial Institutions (“DFI”) requires pre-notification of at least 30 days when the surrendering a Mortgage Servicer license. This notification must be sent outside NMLS to DFI at least 30 days prior to the request being made in NMLS.

If a pre-notification is not received by DFI prior to submitting a surrender request in NMLS, the commissioner may impose a fine. See Section 454M-7, Hawaii Revised Statutes.

http://files.hawaii.gov/dcca/dfi/Laws_html/HRS0454M/HRS_0454M-0007.htm

1. A licensee is required to submit to DFI a written notice of surrender (Refer to check list)
2. DFI will notify you when you’re authorized to make the changes in NMLS.
3. When DFI receives the change request in NMLS, DFI will update the company license status to “Terminated-Surrendered/Cancelled”.
4. There is no fee to surrender.

For U.S. Postal Service:

Division of Financial Institution
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805

For Overnight Delivery:

Division of Financial Institution
Department of Commerce and Consumer Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	HAWAII MORTGAGE SERVICER LICENSE SURRENDER REQUEST
Must notify DFI at least 30 days before the surrender of a license		
<input type="checkbox"/>	N/A	<p>Mail to the address listed above written notice of surrender which includes:</p> <ul style="list-style-type: none">• The effective date of surrender;• The name, address, telephone number, facsimile number, and electronic address of a contact individual with knowledge and authority sufficient to communicate with the commissioner regarding all matters relating to the licensee during the period that it was licensed pursuant to this chapter;• The reason or reasons for surrender;• The original license issued pursuant to Chapter 454M, Hawaii Revised Statutes, to the mortgage servicer licensed prior to July 1, 2013; and• If applicable, a copy of all notices to affected borrowers required by the Real Estate Settlement Procedures Act, Title 12 United States Code section 2601 et seq., or by regulations adopted pursuant to the Real Estate Settlement Procedures Act, of the assignment, sale, or transfer of the servicing of all relevant loans that the licensee is currently servicing under the license being surrendered.

WHO TO CONTACT – Contact DFI licensing staff by phone at (808) 586-2820 or send your questions via e-mail to dfi-nmls@dcca.hawaii.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.