



Surrender Checklist

Jurisdiction-Specific Requirements



ILLINOIS EXEMPT BRANCH INSURANCE REGISTRATION

This document includes instructions for an Illinois Exempt Entity Insurance Registration surrender application request.

- ✓ Registrant is required to notify the Illinois Department of Financial and Professional Regulation within ten (10) days of terminating business under this registration. Notification needs to be made by surrendering the registration through Form MU2 in NMLS.
- ✓ Registrant is required to update the Books and Records section of Form MU1 with the Records Custodian name and the physical location where the books and records will be maintained subsequent to surrender. If the Records Custodian or location changes after surrender, you must provide written notice of changes to the Illinois Department of Financial and Professional Regulation. Books and records *must* be kept for three (3) years from the date of surrender.
- ✓ Complete the Standard Mortgage Call Report (“MCR”) for the most recent quarter in which you were licensed. If you are a Fannie Mae or Freddie Mac Seller/Servicer or a Ginnie Mae Issuer, complete the Expanded MCR for the most recent quarter in which you were licensed. Additionally, make certain the Financial Condition report has been completed for the year in which you last conducted business. The reports are to be completed through NMLS.

Submit checklist items to FPR.mortgagelicensing@illinois.gov.

NMLS Unique ID Number: _____

Registrant's Legal Name: _____

FILED IN NMLS	ITEM
<input type="checkbox"/>	CONTACT AND BOOKS/ RECORDS INFORMATION. Verify that the information on Form MU1 for the Consumer Complaint Employee Information for Illinois and the Books and Records section has been updated and is accurate.

WHO TO CONTACT – Contact Mortgage Banking Regulation licensing staff via e-mail FPR.mortgagelicensing@illinois.gov for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.