Surrender Checklist
Jurisdiction-Specific Requirements

MONTANA ESCROW BUSINESS LICENSE

Instructions

1. File the surrender request through the NMLS.

2. There is no fee to surrender.

3. Montana law requires that consumer loan records be kept for 3 years after the close of any escrow.

4. The entity must notify the Montana Division of Banking and Financial Institutions of the physical location where the records will be preserved and designate a custodian of records who shall preserve the records and allow the Division access for examination and investigation.

5. The Montana Division of Banking and Financial Institutions may refuse to accept a voluntary surrender until the entity has complied with the above conditions.

6. You must email or mail the attached documents, if any, within 5 business days to the following address:

   For U.S. Postal Service:
   Division of Banking and Financial Institutions
   Escrow Licensing
   P.O. Box 200546
   Helena, MT 59620-0546
   mortgagelicensing@mt.gov

   For Overnight Delivery:
   Division of Banking and Financial Institutions
   Escrow Licensing
   301 S. Park Ave, Suite 316
   Helena, MT 59601
   mortgagelicensing@mt.gov

WHO TO CONTACT – Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE 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.