MT Independent Contractor Entity License Surrender Checklist (Entity)

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

GENERAL INFORMATION

Instruction
1. Thirty days prior to discontinuing business, 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.
2. The Montana Division of Banking and Financial Institutions may refuse to accept a voluntary surrender of a license under certain circumstances, see Mont. Code Ann. § 32-9-126(6).
3. File the surrender request through NMLS.
4. There is no fee to surrender.

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

Agency Contact Information
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.

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

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

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE WHICH THEY ARE SURRENDERING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MT Independent Contractor Entity License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submission of Surrender Request through Company Form (MU1): 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.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td>Submission of Mortgage Call Report: Please submit the MCR for the last quarter the company held a license.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MT Independent Contractor Entity License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Location Where Documents will be Preserved: Provide the physical location where all files and records will be preserved.</td>
<td>E-Mail to MT <a href="mailto:mortgagelicensing@mt.gov">mortgagelicensing@mt.gov</a></td>
</tr>
<tr>
<td></td>
<td>Custodian of Records: Provide the name, physical address, electronic mail address and telephone number of the custodian of records.</td>
<td>E-Mail to MT <a href="mailto:mortgagelicensing@mt.gov">mortgagelicensing@mt.gov</a></td>
</tr>
<tr>
<td></td>
<td>Pipeline Report: Submit a report of all Montana residential mortgage loan activity (including any pending loans and loans closed, denied, or withdrawn) within the past 60 days.</td>
<td>E-Mail to MT <a href="mailto:mortgagelicensing@mt.gov">mortgagelicensing@mt.gov</a></td>
</tr>
</tbody>
</table>