MONTANA MORTGAGE BROKER LICENSE

**Surrender Checklist**

**Agency Requirements**

**Montana Mortgage Broker License**

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.

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).

There is no fee to surrender.

The checklist and attachments below, if any, must be emailed or mailed within 5 business days of the electronic submission of your application through the NMLS at the following address. If an applicant fails to provide the agency specific information within 60 days of submission of the application, the application will be deemed abandoned and withdrawn.

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**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

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NMLS Company Unique ID Number: ________________

Applicant Legal Name: ______________________________________

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**FILED IN NMLS** | **ATTACHED** | **NOT APPLICABLE** | **MONTANA MORTGAGE BROKER**
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☐ ☐ ☐  | **Physical Location Where Documents will be Preserved.** Provide the physical location where all files and records will be preserved.

☐ ☐ ☐  | **Custodian of Records.** Please provide the name, physical address, electronic mail address and telephone number of the custodian of records

☐ ☐ ☐  | **Pipeline Report.** Please 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a report of all Montana residential mortgage loan activity (including any pending loans and loans closed, denied, or withdrawn) within the past 60 days.

☐ N/A ☐  | **Mortgage Call Report.** Please file the latest MCR report in NMLS. If surrender occurs mid-quarter, the MCR still needs to be filed for that quarter.

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**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 FOR WHICH THEY SEEK SURRENDER. THE AGENCY REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL. |