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

GENERAL INFORMATION

Instruction
1. File the surrender request through NMLS.
2. The surrender request will not be accepted until all required documents are received and reviewed by the Department.
3. Please note that surrendering your license does not preclude you from any other obligations with the NH Banking Department, such as providing documents for an exam, fines, exam fees, outstanding orders, etc.
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 New Hampshire Banking Department licensing staff by phone at (603) 271-8675 or send your questions via email to licensing@banking.nh.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:
New Hampshire Banking Department
53 Regional Drive
Concord NH 03301

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

<table>
<thead>
<tr>
<th>Complete</th>
<th>NH Mortgage Servicer License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Submission of Surrender Request through Company Form (MU1):</strong> 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>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>NH Mortgage Servicer License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>NH Surrender Form:</strong> Complete the <a href="#">NH surrender form</a>. All questions must be answered, all fields requiring a response must be complete (enter “None” or “N/A” where appropriate).</td>
<td>Mail to NH Banking Department</td>
</tr>
<tr>
<td>□</td>
<td><strong>Annual Report:</strong> The company should be up to date with any Mortgage Call Reports (MCR).</td>
<td>Mail to NH Banking Department</td>
</tr>
<tr>
<td>□</td>
<td><strong>Surrender Publication Notice:</strong> Submit the publication notice or evidence that the notice has been placed with newspaper to the Department.</td>
<td>Mail to NH Banking Department</td>
</tr>
</tbody>
</table>

**Note**

**Surety Bond:** The company’s Surety Bond must remain in place until the surrender is accepted by the NH Banking Department through NMLS.  

N/A