



Surrender Checklist
Jurisdiction-Specific Requirements



NEW YORK MORTGAGE LOAN SERVICER BRANCH REGISTRATION

Instructions

1. New York does not charge fees for registration surrender.
2. Surrenders will not be processed without receipt of all items listed on the checklist.
3. Branch office surrenders are processed using Branch (MU3) Form.

Note: You must select the Branch (MU3) Form associated with the branch office(s) you wish to surrender and New York as the jurisdiction.

4. You are required to indicate the physical location where the books and records will be maintained subsequent to the surrender of the branch license. This information must be provided in the “Books and Records” section of Branch (MU3) Form.
5. The registrant must submit any documents required on the checklist below within 5 business days of the submission of your surrender request through NMLS. If originals are required, the original document **MUST** be mailed to the following address:

New York State Department of Financial Services
Attention: Mortgage Banking – Supervision Unit
One State Street
New York, NY 10004

DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT

SENT TO NY DEPT. OF FINANCIAL SERVICES	ITEM
<input type="checkbox"/>	<p>COVER LETTER: All branch surrender requests must be accompanied by a cover letter on company letterhead signed by an authorized officer or principal owner of the company, as listed in the Department’s records.</p> <p>The cover letter must address the registrants intention to terminate New York servicing operations at the branch location and provide the following information:</p> <p>(A) The name, address and telephone number of the individual(s) responsible for safekeeping of the books and records subsequent to the surrender; and</p> <p>(B) The name, address and telephone number of the individual(s) responsible for handling consumer complaints associated with the branch office(s).</p>



ORIGINAL REGISTRATION: You must return the original registration for the branch location(s) issued by the New York State Department of Financial Services.

Note: If your registration(s) has been lost or misplaced, you must submit a notarized Lost License and Certificate Affidavit. The affidavit can be downloaded at www.dfs.ny.gov/banking/mbllca.pdf

WHO TO CONTACT – For questions concerning surrendering a mortgage loan servicer branch registration, please contact the Department at MLS@dfs.ny.gov.

SURRENDER OF YOUR LICENSE IS NOT EFFECTIVE UNTIL ACCEPTED BY THE DEPARTMENT OF FINANCIAL SERVICES. YOU REMAIN RESPONSIBLE FOR FINANCIAL OBLIGATIONS INCURRED PRIOR TO THE EFFECTIVE DATE OF THE SURRENDER