Instructions

1. Licensees must notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this license. Notification must be made by surrendering the license through Form MU3 in NMLS.

2. Mortgage originators sponsored by the company and working from this surrendered branch location will be moved into an "Approved-Inactive" status as of the date of surrender for this branch location.

3. You are required to update the Books and Records section of Form MU3 with the Records Custodian and the physical location where the books and records will be maintained subsequent to license surrender. If the Records Custodian or location changes after license surrender, you must provide written notice of changes to the Pennsylvania Department of Banking and Securities. Books and records must be kept for four (4) years from the date of license surrender.

4. Surrender requests will not be processed without receipt of all items listed on the checklist.

5. The acceptance of the surrender request is at the Department’s discretion.

6. Pennsylvania does not charge fees for surrender at this time.

7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following:

   **For U.S. Postal Service:**
   - The Pennsylvania Department of Banking and Securities Non-Depository Licensing Office
   - 17 N 2nd Street, Ste 1300
   - Harrisburg, PA 17101-2290

   **For Overnight Delivery:**
   - The Pennsylvania Department of Banking and Securities Non-Depository Licensing Office
   - 17 N 2nd Street, Ste 1300
   - Harrisburg, PA 17101-2290
**NMLS Unique ID Number:** ________________  
**Licensee Legal Name:** ______________________________________

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<th>ATTACHED</th>
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<td><strong>SURRENDER REASON.</strong> Return with this checklist a letter that provides the reason for license surrender.</td>
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|          |                | **HAVE YOU SURRENDERED OR HAVE INTENTIONS OF SURRENDERING YOUR MORTGAGE LICENSE(S) IN ANY OTHER STATE OR JURISDICTION?**  
  No: _____  Yes: _____  
  If yes, return with this checklist a letter listing any other states/jurisdictions where you have or intend to surrender license. |
|          |                | **ARRANGEMENTS TO PAY ALL CREDITORS.** Return with this checklist a letter describing the Arrangement the branch has made to pay all creditors (if applicable). |
|          |                | **BOOKS AND RECORDS INFORMATION.** Verify that the information on Form MU3 for the Books and Records section has been updated and is accurate. |

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to ra-asklicensing@pa.gov for additional assistance.

**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREBIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**