**Surrender Request**

**Jurisdiction-Specific Requirements**

**PENNSYLVANIA PARTIALLY EXEMPT MORTGAGE COMPANY REGISTRATION**

**Instructions**

1. Registrant is required to notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this registration. Notification needs to be made by surrendering the registration through Form MU1 in NMLS.

2. Registrant is required to update the Books and Records section of Form MU1 with the Records Custodian name and the physical location where the books and records will be maintained subsequent to surrender. If the Records Custodian or location changes after 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 surrender.

3. Complete the Standard Mortgage Call Report (“MCR”) for the most recent quarter in which you were licensed. If you are a Fannie Mae or Freddie Mac Seller/Servicer or a Ginnie Mae Issuer, complete the Expanded MCR for the most recent quarter in which you were licensed. Additionally, make certain the Financial Condition report has been completed for the year in which you last conducted business. The reports are to be completed through NMLS.

4. Jurisdiction-specific requirements as identified on the checklist below need to 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 Division  
   17 N 2nd Street, Ste 1300  
   Harrisburg, PA  17101-2290

   **For Overnight Delivery:**
   The Pennsylvania  
   Department of Banking and Securities  
   Non-Depository Licensing Division  
   17 N 2nd Street, Ste 1300  
   Harrisburg, PA  17101-2290
NMLS Unique ID Number: __________________
Registrant’s Legal Name: ____________________________

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<td>REASON FOR SURRENDER OF REGISTRATION. Return with this checklist a letter that provides the reason for registration surrender.</td>
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<td>CONTACT AND BOOKS/ RECORDS INFORMATION. Verify that the information on Form MU1 for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate.</td>
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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 HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.