



# NY Reverse Mortgage Lending (Dual) Authority Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Submit information requested in checklist below

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact [New York State Department of Financial Services](#) mortgage banking staff for additional assistance by email at: [Mortgage.Banker@dfs.ny.gov](mailto:Mortgage.Banker@dfs.ny.gov)

*For U.S. Postal Service & Overnight Delivery:*

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

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		
Complete	NY Reverse Mortgage Lending (Dual) Authority	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Surrender Request through Company Form (MU1):</b> 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.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Reverse Mortgage Lending (Dual) Authority	Submitted via...
<input type="checkbox"/>	<p><b>Surrender Statement:</b> Submit a letter on Company letterhead, signed by an authorized executive officer of the Company, containing the following information:</p> <ul style="list-style-type: none"> <li>• A statement that the Company is terminating its reverse mortgage lending activities;</li> <li>• The physical location where the books and records for the reverse mortgage lending activities will be maintained;</li> <li>• The name, title, address, and telephone number of the record custodian responsible for maintaining such Books and Records;</li> <li>• The name, title, address, and telephone number of the individual responsible for responding to complaints and inquiries relating to the Company's discontinued reverse mortgage operations.</li> </ul>	<p><b>Mail to</b> New York State Department of Financial Services</p> <p><b>Original Document must be mailed to NY-DFS</b></p> <p>and Email to:  <a href="mailto:MBELECTRONIC@dfs.ny.gov">MBELECTRONIC@dfs.ny.gov</a></p>