WA Consumer Loan Company License
Surrender Checklist (Company)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS within 20 days of the event.

2. Confirm accuracy of Records Custodian and Records Location information listed in NMLS before filing surrender. Books & records must be accessible to the Department in compliance with RCW 31.04.155 and WAC 208-620-520. If records information changes after surrender, written notice to the Department is required.

3. Complete the Consumer Loan Annual Assessment and Consolidated Annual Report covering Washington activities from January 1 of the current year through the effective date of closure. Email the report to the Department. Expect an invoice through NMLS for any fees owed.

4. Update Records Custodian and Records Location information in each branch form prior to filing the surrender.

5. The license status for any sponsored Mortgage Loan Originators will move to “Approved-Inactive” as of the date of surrender.

6. There is no fee to file the surrender request but an assessment may be due for business conducted from January 1 through the date of closure.

7. Email the Consumer Loan Annual Assessment and Consolidated Annual Report within five business days of requesting surrender in NMLS to MortgageLicensing@dfi.wa.gov.

Help Resources

- Company License Surrender Requests Quick Guide
- License Status Review & Definitions Quick Guide

Agency Contact Information

Contact the Department is licensing staff at MortgageLicensing@dfi.wa.gov or (360) 902-8703 (Options 2, 3, 1).

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

Contact DFI’s Accessibility Coordinator at accessibility@dfi.wa.gov or (360) 902-0506 to obtain this document in an alternative format.

Updated: 5/28/2020
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Consumer Loan Company License</th>
<th>Submitted via...</th>
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<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>
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</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
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<th>Submitted via...</th>
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<tbody>
<tr>
<td></td>
<td><strong>Annual Assessment &amp; Consolidated Annual Reports:</strong> Email the fully completed Consumer Loan Annual Assessment &amp; Consolidated Annual Reports for Washington activities from January 1 through date of surrender. These reports are required even if the company conducted no business. <a href="#">Click here to print the form</a></td>
<td>Email to WA DFI: <a href="mailto:MortgageLicensing@dfi.wa.gov">MortgageLicensing@dfi.wa.gov</a></td>
</tr>
</tbody>
</table>
|          | **Supporting Loan Lists:** Attach to the email with the Annual Assessment reports a supporting list(s) of Washington loans (one of each assessment line item response not listed as “none.”)  
  - Lists must be in electronic format using Microsoft Excel software | Email to WA DFI: MortgageLicensing@dfi.wa.gov |
|          | **Annual Assessment Fee:** If a closure assessment fee is due, expect an agency fee invoice in NMLS. | Informational Only |