WA Mortgage Broker 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 19.146.060 and WAC 208-660-450. If records information changes after surrender, written notice to the Department is required.
3. Complete the Mortgage Broker Closure Report covering Washington activities from January 1 of the current year through the effective date of closure. Email the report to the Department.
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. The registration status for the Designated Broker Registration will move to “Surrendered-Terminated/Cancelled” unless he/she is a designated broker for another Washington licensee.
6. Submit remaining borrower funds in your trust account to the Washington Department of Revenue, Unclaimed Property Division. Contact them at www.dor.wa.gov or (360) 705-6706.
7. There is no fee to surrender.
8. Email the Mortgage Broker Closure 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 HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

To obtain this document in an alternative format, contact Washington DFI’s Accessibility Coordinator at accessibility@dfi.wa.gov or (360) 902-0506
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Mortgage Broker License</th>
<th>Submitted via...</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Mortgage Broker License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Mortgage Broker Closure Report:</strong> Email the fully completed Mortgage Broker Closure Report for Washington activities from January 1 through date of surrender. This report is 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>