



Montana Consumer Loan Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)

GENERAL INFORMATION

Instruction

1. Confirm record storage information prior to filing surrender notification and update Form MU3 as applicable. The custodian of records shall preserve the records and allow the Division access for examination and investigation.
2. Montana law requires that consumer loan records be kept for 2 years after making the final entry on any loan recorded in the records.
3. File the surrender request through NMLS.
4. There is no fee to surrender.
5. We may request additional information upon review of your surrender; watch your e-mail for such requests.

Help Resources

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

Agency Contact Information

Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail to mortgagelicensing@mt.gov for additional assistance.

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