



OR Mortgage Servicer Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Send nothing to Oregon Division of Financial Regulation for surrender. We may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

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

Agency Contact Information

Contact Oregon Division of Financial Regulation licensing staff by phone at (503) 947-7300 or send your questions via email to DFR.NDP.Licensing@dcbs.oregon.gov for additional assistance. Please include your NMLS number with all correspondence.

For U.S. Postal Service:

*Oregon Division of Financial Regulation
Licensing Section
PO Box 14480
Salem, OR 97309*

For Overnight Delivery:

*Oregon Division of Financial Regulation
Licensing Section
350 Winter Street NE Room 410
Salem, OR 97301*

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.

| | |
|---------------------|--|
| NMLS ID Number | |
| Licensee Legal Name | |

| REQUIREMENTS COMPLETED IN NMLS | | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Complete | OR Mortgage Servicer Branch License | Submitted via... |
| <input type="checkbox"/> | Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions. | NMLS |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete | OR Mortgage Servicer Branch License | Submitted via... |
| <input type="checkbox"/> | Consumer Accounts & Records: Confirm that the company had no Oregon loans it was servicing from the location and/or provide notice of where the servicing of the Oregon loans that were at that branch has been transferred to, including contact information that consumers who loans have been transferred can use if they have any questions. This information must be sent outside of NMLS, directly to the Division of Financial Regulation using the method indicated. | Email to DFR.NDP.Licensing@dcbs.oregon.gov OR Mail to the Division of Financial Regulation |