



PA Partially Exempt Mortgage Registration Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

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

Contact Pennsylvania Department of Banking and Securities, Non-Depository Licensing Office staff by phone at 717-787-3717 or send your questions via email to ra-asklicensing@pa.gov for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission through NMLS via email to ra-AskLicensing@pa.gov.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL 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	PA Partially Exempt Mortgage Registration	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p> <p>7 Pa.C.S. § 6137</p>	NMLS
<input type="checkbox"/>	<p>PIPELINE. Return with this checklist a letter listing all loans in the pipeline as of the date surrender is filed in the NMLS.</p> <p>Listing should include: ▪ Name of consumer ▪ Consumer address & telephone number ▪ Current application status ▪ Name of mortgage broker (if other than company brokered loan) ▪ Broker contact information ▪ Loan number ▪ Amount of loan ▪ Closing date of loan ▪ Loan type (i.e. purchase or refinance) ▪ Amount of prepaid loan fees submitted ▪ Rate lock status ▪ Contact information for applicable lender with whom each loan will be placed ▪ Date these loans will be resolved.</p>	Email: ra-AskLicensing@pa.gov
<input type="checkbox"/>	<p>LOANS SUBJECT TO RECOURSE (I.E. SUBJECT TO BUYBACK).</p> <p>Total number of loans subject to buyback: _____</p>	Email: ra-AskLicensing@pa.gov
<input type="checkbox"/>	<p>ARRANGEMENTS TO PAY ALL CREDITORS. Return with this checklist a letter describing the Arrangement (if applicable).</p>	Email: ra-AskLicensing@pa.gov
<input type="checkbox"/>	<p>CONTACT AND BOOKS/ RECORDS INFORMATION. Verify that the information on Form MU1 for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate.</p>	NMLS