



# WA Consumer Loan Company License Surrender Checklist (Company)

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## 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](mailto: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](mailto:MortgageLicensing@dfi.wa.gov) or (360) 902-8703.

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.

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

| REQUIREMENTS COMPLETED IN NMLS |                                                                                                                                                                                                                                                    |                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Complete                       | WA Consumer Loan Company License                                                                                                                                                                                                                   | Submitted via... |
| <input type="checkbox"/>       | <b>Submission of Surrender Request through Company Form (MU1):</b> 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. | NMLS             |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS |                                                                                                                                                                                                                                                                                                                        |                                                                                                           |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Complete                               | WA Consumer Loan Company License                                                                                                                                                                                                                                                                                       | Submitted via...                                                                                          |
| <input type="checkbox"/>               | <b>Annual Assessment &amp; Consolidated Annual Reports:</b> Email the fully completed Consumer Loan Annual Assessment & Consolidated Annual Reports for Washington activities from January 1 through date of surrender. These reports are required even if the company conducted no business.                          | <b>Email to WA DFI:</b><br><a href="mailto:MortgageLicensing@dfi.wa.gov">MortgageLicensing@dfi.wa.gov</a> |
| <input type="checkbox"/>               | <b>Supporting Loan Lists:</b> 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.”)<br><ul style="list-style-type: none"> <li>Lists must be in electronic format using Microsoft Excel software</li> </ul> | <b>Email to WA DFI:</b><br><a href="mailto:MortgageLicensing@dfi.wa.gov">MortgageLicensing@dfi.wa.gov</a> |
| <input type="checkbox"/>               | <b>Annual Assessment Fee:</b> If a closure assessment fee is due, expect an agency fee invoice in NMLS.                                                                                                                                                                                                                | <b>Informational Only</b>                                                                                 |



## 2025 CONSUMER LOAN COMPANY CLOSURE REPORT

Company Name: \_\_\_\_\_

NMLS #: \_\_\_\_\_

Closure Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Washington Loans in pipeline on date of closure: \_\_\_\_\_

How is the company handling these loans? \_\_\_\_\_

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Reason for Surrender/Closure: \_\_\_\_\_

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If the company is surrendering its license but is still conducting business in Washington, under which authority is it operating?

- Consumer Loan Act Exemption: See RCW 31.04.025
- Conducting business under the authority of Retail Installment Sales of Goods & Services Act, RCW 63.14
- Other: Please specify: \_\_\_\_\_

# WASHINGTON STATE 2025 CONSUMER LOAN COMPANY CLOSURE REPORT

Company Name: \_\_\_\_\_ Effective Date of Closure: \_\_\_\_\_

**Closure Report is for business conducted from January 1, 2025 until date of closure**

| I | <b>WA STATE CONSUMER LOAN ACTIVITY ANNUAL ASSESSMENT REPORT (AAR)</b><br><i>Answer every question or write in "NONE"</i> | <b>Number of Loans</b><br>MORTGAE | <b>Dollar Volume</b><br>MORTGAGE | <b>Number of Loans</b><br>NON-MORTGAGE | <b>Dollar Volume</b><br>NON-MORTGAGE |
|---|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|----------------------------------------|--------------------------------------|
| 1 | Total principal amount of all WA loans <b>BROKERED</b> during 2025 (excludes reverse mortgages)                          |                                   |                                  |                                        |                                      |
| 2 | Total principal amount of all WA loans <b>MADE</b> during 2025 (excludes reverse mortgages)                              |                                   |                                  |                                        |                                      |
| 3 | Total principal amount of all WA loans <b>PURCHASED</b> during 2025 (excludes reverse mortgages)                         |                                   |                                  |                                        |                                      |
| 4 | Advances made on WA Reverse Mortgages <b>MADE</b>                                                                        |                                   |                                  |                                        |                                      |

| II | <b>WA STATE CONSUMER LOAN ACTIVITY CONSOLIDATED ANNUAL REPORT (CAR) PORTFOLIO REPORTING</b>   | <b>Number of Loans</b><br>MORTGAE | <b>Dollar Volume</b><br>MORTGAGE | <b>Number of Loans</b><br>NON-MORTGAGE | <b>Dollar Volume</b><br>NON-MORTGAGE |
|----|-----------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|----------------------------------------|--------------------------------------|
| 1. | Total principal balance of WA mortgage and non-mortgage loans in portfolio on date of closure |                                   |                                  |                                        |                                      |

| III | <b>WA STATE CONSUMER LOAN ACTIVITY CONSOLIDATED ANNUAL REPORT (CAR) SUPPLEMENTAL QUESTIONS</b> | <b>Number of Loans</b> | <b>Dollar Volume</b> |
|-----|------------------------------------------------------------------------------------------------|------------------------|----------------------|
| 1.  | Total loan amount of Washington Auto loans brokered                                            |                        |                      |
| 2.  | Total loan amount of Washington Auto loans made                                                |                        |                      |
| 3.  | Total unpaid principal balance of Washington Auto loans serviced                               |                        |                      |
| 4.  | Total loan amount of Washington Student loans made                                             |                        |                      |

| IV  | WA STATE RESIDENTIAL MORTGAGE LOAN<br>SERVICING ACTIVITY                                                                                                                                      | Number<br>of Loans | Dollar<br>Volume |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| 1.  | Total unpaid principal balance of Mortgage Servicing Rights (MSRs) loans, and/or WHOLE LOANS your company owned but contracted out to a sub servicer not licensed under the Consumer Loan Act |                    |                  |
| 2.  | Total unpaid principal balance of Mortgage Servicing Rights (MSRs) loans, and/or WHOLE LOANS your company owned but contracted to a sub servicer licensed under the Consumer Loan Act         |                    |                  |
| 3.  | Total Mortgage Servicing Rights of loans owned and NOT contracted out to a sub servicer                                                                                                       |                    |                  |
| 4.  | Total WA loans serviced as a sub servicer                                                                                                                                                     |                    |                  |
| 5.  | Total reverse mortgage advances made                                                                                                                                                          |                    |                  |
| 6.  | Total reverse mortgage accrued interest                                                                                                                                                       |                    |                  |
| 7.  | Total WA residential mortgage loans contractually delinquent 30 days or more at year-end                                                                                                      |                    |                  |
| 8.  | Total WA residential mortgage loans in loss mitigation during 2025 (Non-Performing, Pre-Foreclosure, or Work-out loans)                                                                       |                    |                  |
| 9.  | Total WA residential mortgage loans terms modified during 2025                                                                                                                                |                    |                  |
| 10. | Total WA residential mortgage loans notice of trustee sales recorded during 2025                                                                                                              |                    |                  |
| 11. | Total WA residential mortgage loans that resulted in a foreclosure sale during 2025                                                                                                           |                    |                  |
| 12. | Total WA residential mortgage loans serviced on behalf of Fannie Mae during 2025                                                                                                              |                    |                  |
| 13. | Total WA residential mortgage loans serviced on behalf of Freddie Mac during 2025                                                                                                             |                    |                  |
| 14. | Total WA residential mortgage loans serviced on behalf of Ginnie Mae during 2025                                                                                                              |                    |                  |
| 15. | Total WA residential mortgage loans serviced by other than Fannie Mae, Freddie Mac, or Ginnie Mae during 2025                                                                                 |                    |                  |

| V  | WA STATE STUDENT EDUCATION LOAN SERVICING ACTIVITY                                                                                                                                      | Number of Loans | Dollar Volume |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| 1. | Total commercial Federal Family Education Loans (FFELP) for Washington State residents during 2025 (Include FFELP PLUS, FFELP Consolidations, and Supplemental Loans for Students)      |                 |               |
| 2. | Total federally owned Federal Family Education Loans (FFELP) for Washington State residents during 2025 (Include FFELP PLUS, FFELP Consolidations, and Supplemental Loans for Students) |                 |               |
| 3. | Total Federal Direct Student Loans for Washington State residents during 2025 (Include Direct PLUS and Direct Consolidations)                                                           |                 |               |
| 4. | Total commercial Health Education Assistance Loans (HEALs) for Washington State residents during 2025 (Include HEAL Consolidations)                                                     |                 |               |
| 5. | Total federally owned Health Education Assistance Loans (HEALs) for Washington State residents during 2025 (Include HEAL Consolidations)                                                |                 |               |
| 6. | Total private student education loans for Washington State residents during 2025 (Include consolidations and any refinance of other student loans of any type)                          |                 |               |
| 7. | Total Perkins Loans services on behalf of educational institutions for Washington State residents during 2025 (Include consolidations)                                                  |                 |               |
| 8. | Total federally owned Perkins Loans for Washington State residents during 2025 (Include consolidations)                                                                                 |                 |               |
| 9. | Total other student loan types (not covered in previous questions) for Washington State residents during 2025.                                                                          |                 |               |



**AFFIDAVIT FOR WASHINGTON STATE 2025 CONSUMER LOAN COMPANY CLOSURE REPORT**

*(Please print clearly)*

**AFFIDAVIT OF PREPARER:**

I hereby certify and swear (or affirm) under penalty of perjury that I have examined the information contained in this closure report, and attached supporting documentation, if any, and the reported information is correct and complete in accordance with the law and further acknowledge that there are no misrepresentations or omissions of material facts.

Prepared By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed or printed name of preparer*

\_\_\_\_\_  
*Title*

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**AFFIDAVIT OF COMPANY OFFICIAL:**

I, \_\_\_\_\_ the undersigned being the \_\_\_\_\_  
*Name of Company Official* *Title of Company Official*

of \_\_\_\_\_, a Washington licensed Consumer Loan Company,  
*Company Name as Licensed*

hereby certify and swear (or affirm) under penalty of perjury that I have examined the information contained in this closure report and attached supporting documentation, if any, and the reported information is correct and complete in accordance with the law and further acknowledge that there are no misrepresentations or omissions of material facts.

\_\_\_\_\_  
*Signature of Company Official*