



Company New Application Checklist Agency Requirements



ARIZONA MORTGAGE BANKER

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location or individual; refer to the appropriate new application checklists.

There is a non-refundable application fee of \$1,500.00 which must be sent with this checklist. The processing/review of your license application can not begin until AzDFI has received your license application and the non-refundable application fee. The NMLS non-refundable processing fee is \$100.00 and is collected thru NMLS.

Use the checklist below to complete the requirements for Arizona Department of Financial Institutions. The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, "Financial Statement" submenu. All other documents are uploaded in the Filing tab under the "Document Upload" section of the company form.

Agency specific requirements marked **Attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Arizona Department of Financial Institutions
Licensing Division
2910 N. 44th Street, Suite 310
Phoenix, AZ 85018*

For Overnight Delivery:

*Arizona Department of Financial Institutions
Licensing Division
2910 N. 44th Street, Suite 310
Phoenix, AZ 85018*

NMLS Company Unique ID Number: _____

Applicant Legal Name: _____

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company Form. Arizona Department of Financial Institutions Mortgage Banker is prohibited from using more than one trade name, fictitious name or dba for each license obtained. Therefore, Arizona Department of Financial Institutions requires a separate license for each "Other Trade Name". To do business under a "DBA" or a "Trade Name", you must register your DBA or Trade Name. Contact the Arizona Secretary of State. You must submit an approved copy of your certificate of Trade Name registration with your application. You may only transact business in the name approved and listed on your AzDFI license. This means you may not use your legal name if you are approved and licensed by AzDFI to use a DBA or Trade Name.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with Arizona Corporation Commission.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Bank Account: Bank account information is not required; this field can be left blank on the company form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Qualifying Individual: The person who will be your Responsible Individual must be listed as the Qualifying Individual on NMLS for Arizona.</p> <p><u>THE RESPONSIBLE INDIVIDUAL MUST:</u></p> <ul style="list-style-type: none"> • Be a resident of this state and shall be in active management of the activities of the licensee in this state during the entire period of designation as the RI on the license. • A W2 employee of the company (an employee does not include an independent contractor). • Be a person of stability as indicated by their credit report and employment history. • Have not fewer than three years' experience in the business of making mortgage banking loans or equivalent lending experience in a related business. <p><u>YOU MUST INCLUDE WITH THIS CHECKLIST:</u></p> <p>Provide original letters from current and past employers verifying job experience and period of time serving in this capacity. Verifications must be on that Company's Letterhead. This verification must provide job description in terminology consistent with the equivalent and related experience outlined below and dates month/day/year of employment in that qualifying capacity. Do not send W2's, resumes, personal references or education as proof of job experience.</p> <p><u>"Active management"</u> means directing a licensee's activities by a responsible individual, who: Is knowledgeable about the licensee's Arizona</p>

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			<p>activities; Supervises compliance with: The laws enforced by the Department of Financial Institutions as they relate to the licensee, and Other applicable laws and rules; and Has sufficient authority to ensure compliance.</p> <p><u>"Resident of this state"</u> means a natural person domiciled in Arizona.</p> <p><u>"Responsible individual"</u> or <u>"responsible person"</u> as those terms are used in A.R.S. §§ 6-903, 6-943, 6-973, and 6-976, means a resident of this state who: Lives in Arizona during the entire period of designation as the responsible individual on a license; Is in active management of a licensee's affairs; Meets the qualifications listed in A.R.S. §§ 6-903, 6-943, or 6-973; and Is an officer, director, member, partner, employee, or trustee of a licensed entity.</p> <p><u>Equivalent and Related Experience</u></p> <p>A. An applicant may satisfy the three years' experience requirement of A.R.S. § 6-943 by the types of lending-related experience listed in this subsection. The Department counts each month in the following types of work experience toward the three years required either for a mortgage banker license, or as a responsible individual, both under A.R.S. § 6-943(C). The Department counts a fractional month of experience, at least 15 days long, as a full month.</p> <ol style="list-style-type: none"> 1. Mortgage banker with an Arizona license, responsible individual, or branch manager for a licensee; 2. Mortgage broker with an Arizona license, responsible individual, or branch manager for a licensee; 3. Loan officer with responsibility primarily for loans secured by lien interests on real property; 4. Lender's branch manager with responsibility primarily for loans secured by lien interests on real property; 5. Mortgage banker with license from another state, or responsible individual for the mortgage banker; 6. Mortgage broker with license from another state, or responsible individual for the mortgage broker; 7. Attorney certified by any state as a real estate specialist. <p>B. An applicant with insufficient actual experience of the types listed in subsection (A) may satisfy the remainder of the three years' experience requirement of A.R.S. § 6-943 by the types of related experience listed in this subsection. The Department counts each month in the following types of work experience according to the ratio listed below, of actual experience to equivalent experience, credited toward qualifying for a license, or as a responsible individual, both under A.R.S. § 6-943(C). The Department counts a fractional month of experience, at least 15 days long, as a full month. An applicant receives credit in only one area listed and for not more than three years' actual experience. The remaining years of experience required to qualify for a license shall be obtained from types of work experiences listed in subsection (A).</p> <ol style="list-style-type: none"> 1. Attorney without state bar certified real estate specialty...3:2 2. Paralegal with experience in real estate matters...3:2 3. Loan underwriter...3:2 4. Mortgage banker or mortgage broker from another state without

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			<p>license...3:2</p> <ol style="list-style-type: none"> 5. Real estate broker with an Arizona license or license from a state with substantially equivalent licensing requirements...3:2 6. Escrow officer...3:2 7. Trust officer with a title company...3:2 8. Executive, supervisor, or policy maker involved in administering or operating a mortgage-related business...3:1.5 9. Title officer with a title company...3:1.5 10. Real estate broker, not qualified under subsection (B)(5)...3:1.5 11. Loan processor with responsibility primarily for loans secured by lien interests on real property...3:1.5 12. Lender's branch manager with responsibility primarily for loans not secured by lien interests on real property...3:1.5 13. Real property salesperson, with an Arizona license or a license from a state with substantially equivalent licensing requirements...3:1 14. Loan officer, with responsibility primarily for loans not secured by lien interests on real property...3:1
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p>Financial Statements: Upload the most current CPA Audited Financial Statements on the applicant or that of the applicant's parent company that have been prepared by an independent certified public accountant in accordance with generally accepted accounting principles. The CPA must include all of the following in the audited financial statements package:</p> <ol style="list-style-type: none"> a) The certified public accountant's opinion as to the fairness of the presentation in conformity with GAAP b) A balance sheet prepared within the previous six months and certified by the applicant. (A more recent balance sheet may be required.) c) A statement of operations and retained earnings and a statement of changes in financial position. d) Notes to the financial statement, if applicable. <p style="text-align: center;"><u>OR</u></p> <p>If the applicant's own resources are derived exclusively from correspondent contracts with institutional investors, the applicant must upload into NMLS, in pdf format, the most current financial statement or that of the applicant's parent company prepared according to generally accepted accounting principles including:</p> <ol style="list-style-type: none"> a) A balance sheet prepared within the immediately preceding six months and certified by the applicant. The Superintendent may require a more recent balance sheet. b) If the applicant has begun operations, a statement of operations and retained earnings and a statement of changes in financial position.

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			<p>c) Notes to the financial statement, if applicable.</p> <p>If the audited financials are older than 6 months, Arizona Department of Financial Institutions requires a current, unaudited, signed Balance Statement and Profit & Loss statement in addition to the most current audited financials.</p>								
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Certificate of Authority/Good Standing Certificate: Upload a state-issued document (typically by the state's Secretary of State office) demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.</p>								
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Formation Document: Upload a certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form). 								
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Management Chart: Upload an organizational chart showing the applicant's divisions, officers, and managers.</p>								
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>								
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p>Surety Bond. You must carry a bond, Certificate of Deposit (CD), or Investment Certificate. The CD or Investment Certificate must be payable or assigned to the Arizona State Treasurer. (Please review the Mortgage Banker statutes for details).</p> <p>Do you use any investors that are not institutional investors?</p> <p><input type="checkbox"/> Yes See the chart below for the bond/CD amount you must carry. <input type="checkbox"/> No The bond/CD required shall be \$25,000.</p> <p><u>Arizona Surety Bond Form</u></p> <p>The coverage shall be maintained in the minimum amount prescribed computed on a base consisting of the total assets of the licensee/applicant plus the unpaid balance of loans which it has contracted to service for others as of the end of the licensee's/applicant's fiscal year.</p> <table border="0"> <thead> <tr> <th data-bbox="527 1562 602 1591">Base</th> <th data-bbox="989 1562 1252 1591">Minimum Bond/CD</th> </tr> </thead> <tbody> <tr> <td data-bbox="527 1591 795 1625">Not over \$1,000,000</td> <td data-bbox="989 1591 1516 1692">\$25,000 for the first \$500,000 plus \$5,000 for each \$100,000 or fraction thereof over \$500,000</td> </tr> <tr> <td data-bbox="527 1728 878 1761">\$1,000,001 to \$10,000,000</td> <td data-bbox="989 1728 1516 1829">\$50,000 plus \$5,000 for each \$1,800,000 or fraction thereof over \$1,000,000</td> </tr> <tr> <td data-bbox="527 1864 911 1898">\$10,000,001 to \$100,000,000</td> <td data-bbox="989 1864 1516 1965">\$75,000 plus \$5,000 for each \$18,000,000 or fraction thereof over \$10,000,000</td> </tr> </tbody> </table>	Base	Minimum Bond/CD	Not over \$1,000,000	\$25,000 for the first \$500,000 plus \$5,000 for each \$100,000 or fraction thereof over \$500,000	\$1,000,001 to \$10,000,000	\$50,000 plus \$5,000 for each \$1,800,000 or fraction thereof over \$1,000,000	\$10,000,001 to \$100,000,000	\$75,000 plus \$5,000 for each \$18,000,000 or fraction thereof over \$10,000,000
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			<div style="display: flex; justify-content: space-between;"> \$100,000,001 and over \$100,000 </div>																																
N/A	N/A	<input type="checkbox"/>	<p>If your Main/Corporate office is not located in Arizona, then you must list below your Arizona principle place of business:</p> <p>NMLS Branch ID Number: _____</p> <p>Address: _____</p> <p>_____</p>																																
N/A	N/A	N/A	<p><u>NET WORTH REQUIREMENT:</u></p> <p>At all times have and maintain a net worth of not less than one hundred thousand dollars.</p>																																
N/A	N/A	N/A	<p><u>RECORD STORAGE:</u></p> <p>Will the records of the applicant be kept on a computer or mechanical record keeping system? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you must read and comply with A.A.C. R20-4-1806(A) regarding computer or mechanical record keeping requirements.</p>																																
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: black; color: white; padding: 5px;"> <p>List all licenses issued by this Department that are held or have been held by any of the applicants owners, partners, members, officers, responsible individual, or any other persons named in schedule A and B of the MU1 and the capacity of their interests.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">Individual Name:</td> <td style="width: 15%;">Capacity:</td> <td style="width: 25%;">Company Name:</td> <td style="width: 10%;">AzDFI License #:</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Individual Name:</td> <td>Capacity:</td> <td>Company Name:</td> <td>AzDFI License #:</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Individual Name:</td> <td>Capacity:</td> <td>Company Name:</td> <td>AzDFI License #:</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Individual Name:</td> <td>Capacity:</td> <td>Company Name:</td> <td>AzDFI License #:</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: center;">Attach separate sheet if necessary</p>	Individual Name:	Capacity:	Company Name:	AzDFI License #:					Individual Name:	Capacity:	Company Name:	AzDFI License #:					Individual Name:	Capacity:	Company Name:	AzDFI License #:					Individual Name:	Capacity:	Company Name:	AzDFI License #:				
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N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>COPY OF LEASE AGREEMENT:</u> <input type="checkbox"/> Leased/Rented <input type="checkbox"/> Owned</p> <p>If the main/corporate office is leased/rented then please provide a copy of the lease agreement. If the main/corporate office is subleased, then also provide a copy of the original lease/rental agreement along with sublease agreement.</p>																																
N/A	<input type="checkbox"/>	N/A	<p><u>BACKGROUND INVESTIGATION:</u></p> <p>If you are the Responsible Individual, please click on RI Background and follow the instructions.</p> <p>If you are an owner, member, officer or control person, please click on Background and follow the instructions.</p>																																
N/A	<input type="checkbox"/>	N/A	<p><u>IDENTIFICATION & PERSONAL FINANCIALS:</u> Each Owner, Officer, Director or Member shall provide a legible copy of their driver's license. In addition, each individual who directly or indirectly controls the applicant shall provide</p>																																

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			a personal financial statement. AzDFI Personal Financial Statement.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS: This form is only required to be completed if the applicant is a Sole Proprietor. Arizona Statement of Citizenship and Alien Status for State Public Benefits.
N/A	<input type="checkbox"/>	N/A	PRIMARY EMAIL: You must provide your primary email address. This email address will be used to send your license (once approved) electronically, renewal reminders and any other important notifications that the Department sends out relating to the license issued.
N/A	<input type="checkbox"/>	N/A	<p>FEES: The applicant will need to include a check payable to AzDFI for the non-refundable application fee of \$1,500.</p> <p>Total number of mortgage banking loans and mortgage loans the applicant closed or negotiated in the previous calendar year (January 1 through December 31): _____</p> <p>Once your application has been approved, you will be invoiced for the pro-rated licensing fee. The license will not be issued until AzDFI has received the pro-rated license fee.</p>
<p>IMPORTANT: You should review the statutes (Arizona Revised Statutes Title 6, Chapter 9, Article 2) and rules (Arizona Administrative Code Title 20, Chapter 4) for Mortgage Bankers. The statutes and rules provide definitions, licensing requirements and licensing exemptions. We have a link to the statutes and rules on our website at www.azdfi.gov. You may also click on the word statute or rules to link you directly to them.</p>			
<p>INDIVIDUAL TO CONTACT REGARDING THIS REQUEST</p>			<p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
<p>AUTHORIZED SIGNOR</p>			<p>_____ Signature</p> <p>_____ Print Name & Title</p>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact Licensing Division staff by phone at (602) 771-2800 or send your questions via e-mail to licensing@azdfi.gov for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.