



ARIZONA MORTGAGE BANKER AMENDMENT CHECKLISTS

INSTRUCTIONS

1. You can only make amendments to your license if your license status is in an “APPROVED” or “APPROVED – DEFICIENT” or “APPROVED – INACTIVE” status. Please contact AzDFI Licensing Division with any questions.
2. You must provide your entity unique NMLS ID number, entity legal name, AzDFI main license number and AzDFI license name (including any DBA). The completion of your amendment request may be delayed without this information.
3. AMENDMENTS: **All amendments must be reported to AzDFI in a timely manner, penalties may be assessed for not complying.**
4. AUTHORIZED SIGNOR: The Amendment/Change request must be signed by an Owner/Officer/Member or authorized signor on file with AzDFI.
5. **NOTE:** If the company structure changes (for example: your Tax Identification Number changes and/or you change from a Sole Proprietor to an LLC or to a Corporation, etc.), a new MU1 and a new license application must be completed. The current company would need to be closed/terminated on NMLS and your license would need to be surrendered.
6. UPDATE MU1 AND/OR MU2: Each amendment included on this Amendment Checklists form requires you to also update your MU1 and/or MU2. **IMPORTANT NOTE: CHANGES IN CONTROL MUST HAVE PRIOR APPROVAL FROM AZDFI BEFORE THE CHANGE CAN BE COMPLETED.**
7. [Branch Manager Amendment Checklist](#) – Click to go to checklist.
8. [Duplicate License Request Checklist](#) – Click to go to checklist.
9. [Name Amendment Checklist](#) – Click to go to checklist.
10. [Address Amendment Checklist](#) – Click to go to checklist.
11. [Responsible Individual \(“RI”\) Amendment Checklist](#) – Click to go to checklist.
12. [Officer, Director and/or Member Amendment Checklist](#) – Click to go to checklist.
13. [Ownership/Control Amendment Checklist](#) – Click to go to checklist.
14. [Conversion of a Mortgage Banker License to a Mortgage Broker License Checklist](#) – Click to go to checklist.
15. All fees that are collected through the NMLS ARE NOT REFUNDABLE. **NOTE: NMLS DOES NOT COLLECT THOSE FEES REQUIRED BY AZDFI FOR AMENDMENTS. FEES REQUIRED BY AZDFI FOR AMENDMENTS MUST BE SUBMITTED TO AZDFI ALONG WITH THE APPLICABLE AMENDMENT CHECKLIST AND APPLICABLE AMENDMENT DOCUMENTS!**
16. Please do not submit all the pages of this Mortgage Banker Amendment Checklist and Instructions when submitting an amendment request. When submitting amendment requests to AzDFI, only submit the applicable Amendment Checklist(s) along with the required documents/fees for that amendment.
17. AzDFI will review the Amendment request and all required documents and then communicate with the licensee through NMLS if there are any deficiencies.

18. A new license will only be issued when there is a change in the address, change in the licensee's name or change in the Responsible Individual. **NOTE:** A change in the Responsible Individual will only require the issuance of a new main license. An address change will only require the issuance of a new license for the licensed location affected by the new address. A new license will be issued for all licensed locations when there is a change to the name of the licensed entity.
19. Jurisdiction-specific requirements, as identified on the checklist(s) below, must be submitted to AzDFI along with the applicable Amendment Checklist within 5 business days of the electronic submission of your Amendment request through the NMLS at the following:

For U.S. Postal Service and Overnight Deliver:

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

WHO TO CONTACT – For questions regarding Arizona requirements and/or guidelines, contact the licensing Division of the Arizona Department of Financial Institutions (“AzDFI”) by phone at (602) 771-2800 or send your questions via e-mail to licensing@azdfi.gov. For questions on how to navigate through the NMLS or how to check your license status on NMLS or how to find deficiencies on your Amendment request on NMLS, you will need to contact the NMLS Call Center at (240) 386-4444.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF ARIZONA STATE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING/AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE YOUR APPLICATION/AMENDMENT THROUGH NMLS. AzDFI HAS A LINK TO THE ARIZONA STATUTES AND RULES ON ITS WEBSITE AT www.azdfi.gov. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

BRANCH MANAGER AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p>Before submitting this Amendment Checklist to AzDFI, please make sure to update NMLS with this change for each licensed location that will be affected. Please make sure to list on this checklist all licensed branches affected by this Amendment. AzDFI does not require any fee to change your branch manager and there is no approval required to change your branch manager. You do not have to return any license and no new license will be issued with this amendment.</p> <p>Requirements for a Person Intended to Oversee a Branch Office: A person designated to oversee the operations of a branch office shall be knowledgeable about the branch activities of the licensee, supervise compliance by the branch with applicable law and rules, and have sufficient authority to ensure such compliance. One person may oversee more than one branch.</p>
		<p><u>SUBMISSION OF THIS AMENDMENT REQUEST</u></p> <p>This completed Amendment Checklist can be submitted to AzDFI by mail, fax to (602) 381-1225 or it can be scanned and emailed to licensing@azdfi.gov.</p>
<input type="checkbox"/>		<p>Name of the new branch manager: _____</p> <p>The individual NMLS number for the new branch manager: _____.</p>
<input type="checkbox"/>		<p>BRANCH(ES): Arizona branch license number affected by this change: _____</p> <p style="padding-left: 40px;">NMLS branch identity number affected by this change: _____</p> <p>If more than one AzDFI licensed branch will be affected, please attach a list to this Amendment Checklist that includes the Arizona branch license number and their unique branch NMLS identity number.</p>
<input type="checkbox"/>		<p>Effective date of this amendment: _____ (MM/DD/YYYY)</p>
		<p>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p> <p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
		<p>_____ Signature Print Name & Title</p>

DUPLICATE LICENSE REQUEST CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p><u>INFORMATION on REQUESTING A DUPLICATE LICENSE</u></p> <p>Beginning October 1, 2010, AzDFI began to issue licenses electronically. Therefore, you will no longer be issued a paper license from AzDFI for any licensed location. Each licensee is still responsible to print and prominently post the license for each licensed location.</p>
		<p>Arizona Revised Statutes Section 6-126(A)(26) states "The following nonrefundable fees are payable to the department with the filing of the following applications: To issue a duplicate or replace a lost enterprise's license, one hundred dollars."</p>
<input type="checkbox"/>		<p>List the Arizona license number and/or Arizona branch license number(s) that you are requesting a duplicate license be issued: _____</p> <p>_____</p> <p>_____</p>
		<p>The duplicate license will be emailed to the email address on record with AzDFI.</p>
<input type="checkbox"/>		<p>Include a check payable to AzDFI for \$100.00 for each duplicate license and/or branch license(s) being requested. Number of duplicate licenses being requested is _____</p>
		<p>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p> <p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
		<p>AUTHORIZED SIGNOR</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Signature Print Name & Title </p>

NAME AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
<u>INFORMATION on REQUESTING A NAME AMENDMENT</u>		If the company structure changes (for example: your Tax Identification Number changes and/or you change from a Sole Proprietor to an LLC or to a Corporation, etc.), a new MU1 and a new license application must be completed. The current licensed company would need to be closed/terminated on NMLS and your license would need to be surrendered. <b style="color: red;">NOTE: You may not transact business in Arizona under the amended name until AzDFI has approved and issued a license in the amended name.
<input type="checkbox"/>		Effective date of amended name: _____ (MM/DD/YYYY)
<input type="checkbox"/>	<input type="checkbox"/>	BOND: You will need to provide a new bond with the new name or a bond rider reflecting the amended name. AzDFI Mortgage Surety Bond
<input type="checkbox"/>	<input type="checkbox"/>	CORPORATION: If the entity is a Corporation; then you will need to provide a copy of the approved amended articles of incorporation.
<input type="checkbox"/>	<input type="checkbox"/>	FOREIGN CORPORATION: If the entity is a foreign corporation; then you will need to provide a copy of the approved Arizona foreign authorization.
<input type="checkbox"/>	<input type="checkbox"/>	DBA: If amending a DBA or Trade Name, then you will need to provide a copy of the Trade Name certificate from the Arizona Secretary of State with the amended DBA or Trade Name.
<input type="checkbox"/>	<input type="checkbox"/>	RETURN ORIGINAL PAPER LICENSE(S): You will need to attach to this Amendment Checklist the original paper license for each licensed location. If you do not have your original paper license(s), then you will need to include a check payable to AzDFI for \$100.00 for each paper license lost. This requirement is not applicable if AzDFI issued your license(s) electronically.
<input type="checkbox"/>		NAME AMENDMENT FEE: Include a check payable to AzDFI for \$250.00 for each location licensed with AzDFI.
INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST		Name: _____ Title: _____ Phone number & extension: _____ Email: _____
AUTHORIZED SIGNOR		_____ Signature Print Name & Title

ADDRESS AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p>Arizona Administrative Code R20-4-1805: If a licensee changes the licensee's principal place of business, or the location of a branch office, the licensee shall notify the Superintendent at least five business days before the address change. With the notice, a licensee shall provide the Superintendent with the license for the office changing its address and the fee required by A.R.S. § 6-126 for changing an office address. A copy of the license shall continue to be displayed at the place of business until a new license is issued.</p>
		<p>INSTRUCTIONS You will need to update/amend the address in NMLS for the branch that you are changing. Once you have updated/amended the address in NMLS, you will need to submit this checklist to AzDFI along with the applicable documents and fees.</p>
<input type="checkbox"/>		<p>AzDFI license number and its unique NMLS number affected by this amendment: AzDFI number: _____ NMLS number: _____ Effective date of amended address: _____ (MM/DD/YYYY)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMERCIAL LOCATION: If the location is a commercial office location, then provide a copy of the lease agreement. If there is a sublease, then include a copy of both the sublease agreement and the original lease agreement with this amendment checklist.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>RETURN ORIGINAL PAPER LICENSE(S): You will need to attach to this Amendment Checklist the original paper license for each licensed location. If you do not have your original paper license(s), then you will need to include a check payable to AzDFI for \$100.00 for each paper license lost. This requirement is not applicable if AzDFI issued your license(s) electronically.</p>
<input type="checkbox"/>		<p>ADDRESS AMENDMENT FEE: Include a check payable to AzDFI for \$50.00 for each licensed location that is amending its address.</p>

Arizona Revised Statutes Sections 6-903(R) and 6-944(A) state, in pertinent part, that a license is “**not transferable or assignable**”.

Engaging in any of the activities listed below, commonly referred to as “net branching,” can result in AzDFI taking regulatory enforcement action up to and including license revocation and the imposition of a civil money penalty of not more than **five thousand dollars (\$5,000.00)** for each violation for each day. **THIS IS NOT AN EXHAUSTIVE LIST.**

- **DON'T** transfer or assign your mortgage broker or banker license to “branch managers” or “owners.”
- **DON'T** require branch managers to pay for branch start up costs, including, but not limited to, the cost of branch office licenses, bank account deposits, background checks, accounting fees, HUD license fees, security deposits, training, payroll fees, and loan software fees.

- **DON'T** require branch managers to sign agreements to pay monthly fees for using your license.
- **DON'T** fail to assume responsibility and liability for branch office leases that are rightfully your responsibility. You or your designated officers should sign rent and equipment leases, not branch managers.
- **DON'T** fail to assume the responsibility and liability for branch office equipment leases that are rightfully your responsibility. Branch managers should not sign these leases.
- **DON'T** fail to assume the responsibility and liability for utilities, office supplies and equipment, appraisals, alarm equipment, and any other bills incurred by branches. Bills, utilities, and invoices should be in licensee's name.
- **DON'T** inform the Better Business Bureau that your branches are independent.
- **DON'T** fail to account for all branch income and expenses on tax returns and on financial statements.
- **DON'T** fail to maintain physical access to your branches at all times.
- **DON'T** fail to maintain control over the payment of your branch expenses.
- **DON'T** fail to maintain a uniform settlement service fee structure among all of your branch offices. Borrowers should be able to pay the same fees at any office. You should not allow branch managers to set their own fee structure.
- **DON'T** pay W-2 income to companies owned by branch managers in an attempt to evade taxes.
- **DON'T** fail to employ practices and procedures consistent with all HUD guidelines.
- **DON'T** fail to maintain control over branch bank accounts or allow branch managers to write payroll checks and reimburse themselves for expenses.

For more information, please access www.hudclips.org and click on "Access HUD Letters and Notices from past years" to read, among other things, Mortgagee Letter 00-15, which addresses "Prohibited Branch Arrangements."

<p>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p>	<p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
<p>AUTHORIZED SIGNOR</p>	<p>_____</p> <p>Signature Print Name & Title</p>

RESPONSIBLE INDIVIDUAL (RI) AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
<u>LICENSE WILL EXPIRE FOR FAILURE TO COMPLY WITH ARIZONA RI REQUIREMENTS</u>		
<p><u>INFORMATION on REQUESTING AN RI AMENDMENT</u></p>		<p>A licensee shall notify AzDFI that its RI will cease to be in active management of the activities of the licensee within ten days of learning that fact. The licensee shall have 90 days to replace the RI with a qualified person AND notify AzDFI of the qualified replacement. THE NEW RI MUST MEET ALL ARIZONA REQUIREMENTS TO BE A QUALIFIED REPLACEMENT. The license will expire if the licensee fails to replace AND notify AzDFI of a qualified replacement within 90 days of the date AzDFI received notification that the RI will no longer be in active management.</p> <p>Licensee should review new qualified RI MU2 employment to be knowledgeable about any other mortgage entities the new RI may be concurrently employed with. An RI may be an RI for more than one licensee.</p> <p>A change in the RI must be reported on the Form MU1. The RI will be listed in NMLS as the Qualified Individual for Arizona.</p>
<input type="checkbox"/>		<p>Name of previous RI: _____</p> <p>NMLS number of previous RI: _____</p> <p>Date previous RI ceased to be in active management: _____ (MM/DD/YYYY)</p> <p>Provide copy of notification licensee has regarding the previous RI ceasing to be in active management (for example: resignation letter or termination notice).</p>
<input type="checkbox"/>		<p>Name of new qualified RI: _____</p> <p>NMLS number of new qualified RI: _____</p> <p>Effective date of the new qualified RI: _____ (MM/DD/YYYY)</p> <p>Is the new qualified RI an Arizona resident: _____</p>
<input type="checkbox"/>		<p>EMPLOYMENT/EXPERIENCE VERIFICATION: Provide letters from current and/or past employers verifying job experience and period of time of employment. Employment verifications must be on the employer's letterhead. Verification must provide job description in terminology consistent with the equivalent and related experience outlined in Arizona Revised Statutes and Arizona Administrative Code and must include dates of employment (MM/DD/YYYY). Do not send W2's, resumes, personal references or education as proof of job experience.</p>
<input type="checkbox"/>		<p>CREDIT REPORT: The new qualified RI shall provide a copy of their current credit report. The new qualified RI shall include a detailed written explanation for any and all past or current derogatory credit.</p>

<input type="checkbox"/>		FINGERPRINT CARD & FEE: Provide one (1) fingerprint card & fingerprint processing fee of \$24.00 with this Amendment Checklist. The fingerprint processing fee must be on a separate check from any other fees sent to AzDFI. To acquire a fingerprint card from AzDFI: (a) pick one up in person, (b) fax a request to (602) 381-1225, or (c) email your request to licensing@azdfi.gov . When requesting the fingerprint card via fax or email, you must include your name and address of where to send the fingerprint card. NOTE: The fingerprint card will be used to run a National criminal background check with the FBI. You will be required to provide a government photo ID at the time you have your fingerprints taken.
<input type="checkbox"/>		DRIVER'S LICENSE: Provide a legible copy of the new qualified RI's Arizona driver's license.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. The new qualified RI will need to provide complete written details of all events or proceedings for any "Yes" answer to any of the MU2 disclosure questions.
<input type="checkbox"/>	<input type="checkbox"/>	RETURN ORIGINAL PAPER LICENSE OF MAIN/CORPORATE OFFICE: You will need to attach to this Amendment Checklist the original paper license for the main/corporate office. If you do not have your original paper license, then you will need to include a check payable to AzDFI for \$100.00. This requirement is not applicable if AzDFI issued your main/corporate license electronically.
<input type="checkbox"/>		RI AMENDMENT FEE: Include a check payable to AzDFI for \$250.00 for amending the RI.
<u>RI QUALIFICATIONS</u>	<p style="text-align: center;">IT IS THE LICENSEE'S RESPONSIBILITY TO REPLACE AND NOTIFY AZDFI OF A QUALIFIED RI.</p> <p>The RI must:</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>"Active management" means directing a licensee's activities by a responsible individual, who: Is knowledgeable about the licensee's Arizona 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>"Resident of this state" means a natural person domiciled in Arizona.</p> <p>"Responsible individual" or "responsible person" 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; 	

	<ol style="list-style-type: none"> 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 license...3:2 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
<p style="text-align: center;">INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p>	<p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
<p style="text-align: center;">AUTHORIZED SIGNOR</p>	<p>_____</p> <p>Signature Print Name & Title</p>

OFFICER, DIRECTOR AND/OR MEMBER AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p>Amendments to the Officers (CEO, CFO, Treasurer, President, Vice President, etc.), Directors or Members must be documented on the MU1, Schedule C, and any new Officer, Director or Member must complete an MU2.</p> <p><u>INFORMATION on REQUESTING AN OFFICER, DIRECTOR AND/OR MEMBER AMENDMENT</u></p> <p>Use this Amendment Checklist only for those Officers, Directors or Members who have no direct or indirect ownership interest in the licensee. If any new Officer, Director or Member has a direct or indirect ownership interest in the licensee, you will need to complete the Ownership/Control Amendment Checklist.</p> <p>It is sufficient cause for the denial, suspension or revocation of a license if an Officer, Director or Member, while acting in the course of the mortgage banker business has acted or failed to act in the same manner as would be cause for suspending or revoking a license as an individual.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>REMOVAL OF AN OFFICER, DIRECTOR OR MEMBER: Provide a written notice that includes the name, title, NMLS number and the effective date of removal (MM/DD/YYYY) for each Officer, Director or Member that is/or has been removed. If applicable, provide copies of termination letters.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ADDING A NEW OFFICER, DIRECTOR OR MEMBER: Provide a written notice that includes the name, title, NMLS number and the effective date of the new Officer, Director or Member (MM/DD/YYYY).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>AMENDED ARTICLES OF INCORPORATION OR ORGANIZATION: If applicable, provide a copy reflecting the addition or removal of any Officer, Director or Member.</p>
<input type="checkbox"/>		<p>CREDIT REPORT: Each new Officer, Director or Member shall provide a copy of their current credit report. Each new Officer, Director or Member will need to provide a detailed written explanation for any and all past or current derogatory credit.</p>
<input type="checkbox"/>		<p>FINGERPRINT CARD & FEE: Provide one (1) fingerprint card & fingerprint processing fee of \$24.00 with this Amendment Checklist for each new Officer, Director or Member. The fingerprint processing fee must be on a separate check from any other fees sent to AzDFI. To acquire a fingerprint card from AzDFI, (a) pick one up in person, (b) fax a request to (602) 381-1225, or (c) email your request to licensing@azdfi.gov. When requesting the fingerprint card via fax or email, you must include your name and address of where to send the fingerprint card. NOTE: The fingerprint card will be used to run a National criminal background check with the FBI. You will be required to provide a government photo ID at the time you have your fingerprints taken.</p>
<input type="checkbox"/>		<p>DRIVER'S LICENSE: Each new Officer, Director or Member shall provide a legible copy of their driver's license.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Each new Officer, Director or Member shall provide complete written details of all events or proceedings for any "Yes" answer to any of the MU2 disclosure questions.</p>

<p style="text-align: center;">INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p>	<p>Name: _____ Title: _____</p> <p>Phone number & extension: _____</p> <p>Email: _____</p>
<p style="text-align: center;">AUTHORIZED SIGNOR</p>	<p>_____</p> <p>Signature Print Name & Title</p>

OWNERSHIP/CONTROL AMENDMENT CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p>Amendments to the direct or indirect owners must be documented on the MU1, Schedule C. Any individual direct or indirect owner must complete an MU2.</p> <p>Use this Amendment Checklist only for those direct or indirect owners of a licensee.</p> <p>It is sufficient cause for the denial, suspension or revocation of a license if a partner, trustee while acting in the course of the mortgage banker business, or any person entitled to vote more than 20% of the outstanding voting shares has acted or failed to act in the same manner as would be cause for suspending or revoking a license as an individual.</p> <p>NOTE: A person may not acquire control of a licensee through a stock purchase or other device without the prior written consent of the Superintendent. Control means the power to vote more than 20% of outstanding voting shares.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>WRITTEN EXPLANATION OF AMENDMENT: Provide a complete detailed letter of explanation regarding the amendment to the ownership/control of the licensee. This will include the percentage change in ownership and, if applicable, a copy of the Minutes or Corporate Resolution. The structure of the amendment may require a new license. NOTE: A change in control requires prior approval.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>PURCHASE AGREEMENT: Provide a copy of the purchase agreement, if applicable.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>STOCK CERTIFICATES & STOCK LEDGER: Provide a copy of the stock certificates and stock ledger, if applicable.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ARTICLES OF INCORPORATION OR ORGANIZATION: Provide a copy of the Amended Articles of Incorporation or Organization, or a copy of the new Articles of Incorporation or Organization, if applicable.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ORGANIZATIONAL CHART: Provide a copy of the organizational chart of the licensee before the amendment and a copy of the organizational chart after completion of the amendment.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FINANCIAL STATEMENT: If the new owner is other than a sole proprietor, then that entity will need to provide an audited financial statement. If the new owner is an individual and will be in control of the licensee, then they will need to provide a personal financial statement. AzDFI Personal Financial Statement</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>CREDIT REPORT: Each new owner shall provide a copy of their current credit report. Each new owner shall attach a detailed written explanation for any and all past or current derogatory credit.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>FINGERPRINT CARD & FEE: Provide one (1) fingerprint card & fingerprint processing fee of \$24.00 with this Amendment Checklist for each new owner. The fingerprint processing fee must be on a separate check from any other fees sent to AzDFI. To acquire a fingerprint card from AzDFI:, (a) pick one up in person, (b) fax a request to (602) 381-1225, or (c) email your</p>

CONVERSION OF A MORTGAGE BANKER LICENSE TO A MORTGAGE BROKER LICENSE CHECKLIST

NMLS Entity ID #: _____

AZ Main License #: _____

Entity Legal Name: _____

AZ License Name (including any DBA): _____

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p><u>INFORMATION on CONVERSION</u></p> <p>The request to convert from a mortgage banker to a mortgage broker may only occur at the time of renewal. A licensee <u>cannot</u> convert if they funded more than 151 loans in the immediately preceding calendar year (January 1 through December 31). When you are converting your license, no other changes/amendments to your license may take place until the conversion process has been completed.</p>
		<p><u>WHAT TO DO TO CONVERT YOUR LICENSE</u></p> <p>You must request a mortgage broker license for Arizona through NMLS and pay any applicable NMLS processing fees for the main office and any branches that are being requested. After requesting the mortgage broker license, and any applicable branches, through NMLS, submit this checklist with applicable documents and fees directly to AzDFI.</p>
<input type="checkbox"/>		<p>NUMBER OF FUNDED LOANS: How many loans were funded nationally in the immediately preceding calendar year? _____.</p>
<input type="checkbox"/>		<p>NETWORTH: You will need to upload current unaudited financials onto NMLS (Balance Sheet and Income Statement) for the mortgage broker license being requested.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>BRANCHES: Please attach a list of all branches that will be converted to a mortgage broker's license and acknowledge the branch licenses you may be surrendering.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ORIGINAL LICENSES: Please make copies and return all original mortgage banker licenses to AzDFI. If you do not have the original license(s), you will need to include a check, payable to AzDFI, in the amount of \$100.00 for each license/branch license not returned. <u>This requirement does not apply if your license or branch license was issued electronically by AzDFI.</u></p>
<input type="checkbox"/>		<p>RI CONTINUING EDUCATION: You must include copies of the certificates documenting that your RI has completed 12 hours of continuing education since January 1 of the year you are submitting this request for conversion.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>BOND: If you do not place your converted mortgage broker license on an Inactive status, you must provide a current mortgage broker bond. See the New Application checklist on NMLS for the bond: AzDFI Mortgage Bond Form</p>
<input type="checkbox"/>		<p>INACTIVE STATUS: Do you wish to place your converted mortgage broker license on an Inactive status? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>You must submit a check payable to AzDFI in the amount of \$250.00 to renew your converted mortgage broker license to an Inactive status.</p>
<input type="checkbox"/>		<p>CONVERSION FEE: You will need to send with this checklist a check in the amount of the applicable renewal fee for a mortgage broker license and any applicable branches. The check should be payable to AzDFI. There will be a \$100.00 NMLS processing fee for each main license converted along with a \$20.00 NMLS processing fee for each branch license converted. The NMLS fees are collected through NMLS at the time you request your mortgage broker license and applicable branch license(s). NOTE: The mortgage broker renewal fees are \$250.00 if you negotiated less than 51 loans in the previous calendar year. If you negotiated 51 or more loans in the previous calendar year, the mortgage broker renewal fee is</p>

		\$500.00. In addition, there is a \$200.00 renewal fee for each branch being renewed.
<p style="text-align: center;">INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</p>	Name: _____ Title: _____	
	Phone number & extension: _____	
<p style="text-align: center;">AUTHORIZED SIGNOR</p>	_____	
	Signature	Print Name & Title