



## Amendment Checklists Jurisdiction-Specific Requirements



# ARIZONA MORTGAGE BROKER BRANCH 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](#) – You will need to complete and submit the Name Amendment Checklist located on the Mortgage Broker Amendment Checklist.
10. [Address Amendment Checklist](#) – Click to go to checklist.
11. [Responsible Individual \(“RI”\) Amendment Checklist](#) – You will need to complete and submit the Responsible Individual Amendment Checklist located on the Mortgage Broker Amendment Checklist.
12. [Officer, Director and/or Member Amendment Checklist](#) – You will need to complete and submit the Officer, Director and/or Member Amendment Checklist located on the Mortgage Broker Amendment Checklist.
13. [Ownership/Control Amendment Checklist](#) – You will need to complete and submit the Ownership/Control Amendment Checklist located on the Mortgage Broker Amendment Checklist.
14. [Change the License Status from Inactive to Active](#) – You will need to complete and submit the Change the License Status from Inactive to Active Amendment Checklist located on the Mortgage Broker Amendment Checklist.
15. [Conversion of a Mortgage Banker License to a Mortgage Broker License Checklist](#) – You will need to complete and submit the Conversion of a Mortgage Banker License to a Mortgage Broker License Amendment Checklist located on the Mortgage Broker Amendment Checklist.

16. **Conversion of a Mortgage Broker License to a Commercial Mortgage Broker License Checklist** – You will need to complete and submit the Conversion of a Mortgage Broker License to a Commercial Mortgage Broker License Amendment Checklist located on the Mortgage Broker Amendment Checklist.
17. 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!**
18. Please do not submit all the pages of this Mortgage Broker Branch 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.
19. AzDFI will review the Amendment request and all required documents and then communicate with the licensee through NMLS if there are any deficiencies.
20. 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.
21. 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. 44<sup>th</sup> 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](mailto: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](http://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><b>Requirements for a Person Intended to Oversee a Branch Office:</b>                      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><b><u>SUBMISSION OF THIS AMENDMENT REQUEST</u></b></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 <a href="mailto:licensing@azdfi.gov">licensing@azdfi.gov</a>.</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><b>BRANCH(ES):</b> 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><b>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</b></p> <p>Name: _____ Title: _____</p> <p>Phone number &amp; extension: _____</p> <p>Email: _____</p>
		<p>_____                      Signature <span style="float: right;">Print Name &amp; Title</span></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><b><u>INFORMATION on REQUESTING A DUPLICATE LICENSE</u></b></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. <b>Each licensee is still responsible to print and prominently post the license for each licensed location.</b></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><b>The duplicate license will be emailed to the email address on record with AzDFI.</b></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><b>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</b></p> <p>Name: _____ Title: _____</p> <p>Phone number &amp; extension: _____</p> <p>Email: _____</p>
		<p><b>AUTHORIZED SIGNOR</b></p> <p>_____</p> <p>Signature <span style="margin-left: 200px;">Print Name &amp; Title</span></p>

# ADDRESS AMENDMENT CHECKLIST

NMLS Entity ID #: \_\_\_\_\_

AZ Main License #: \_\_\_\_\_

Entity Legal Name: \_\_\_\_\_

AZ License Name (including any DBA): \_\_\_\_\_

COMPLETED /ATTACHED	NOT APPLICABLE	ITEM
		<p><b>Arizona Administrative Code R20-4-916:</b> If the address of the principal place of business or of any branch office is changed, the licensee shall notify the Superintendent of the change within five business days after the occurrence of the change of location. Together with such notice, the licensee shall provide to the Department the license for the office changing addresses together with the fee required by A.R.S. § 6-126 for changing the address of an office. A copy of such license shall continue to be displayed at the place of business until a new license is issued.</p>
		<p><b>INSTRUCTIONS</b> 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><b>COMMERCIAL LOCATION:</b> 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><b>RETURN ORIGINAL PAPER LICENSE(S):</b> 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><b>ADDRESS AMENDMENT FEE:</b> 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 Branch or Broker 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](http://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 style="text-align: center;"><b>INDIVIDUAL TO CONTACT REGARDING THIS AMENDMENT REQUEST</b></p>	<p>Name: _____ Title: _____</p> <p>Phone number &amp; extension: _____</p> <p>Email: _____</p>
<p style="text-align: center;"><b>AUTHORIZED SIGNOR</b></p>	<p>_____</p> <p>Signature <span style="float: right;">Print Name &amp; Title</span></p>