



New Application Checklist Jurisdiction-Specific Requirements



ARIZONA COMMERCIAL MORTGAGE BANKER BRANCH LICENSE

INSTRUCTIONS

1. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MU3 through the NMLS. A branch location is defined as an office of the licensee acting as a commercial mortgage banker that is separate and distinct from the licensee's principal place of business in Arizona.
2. All locations that will be licensed in Arizona and where the licensee conducts business with consumers shall designate a manager for each branch office to oversee that office. A person may be designated as the manager for more than one branch.
3. A Responsible (Qualifying) Individual may serve as branch manager of the licensee's branch office.
4. If this branch location plans on using a trade name ("dba") not used by any other licensed location in Arizona, this will require an application for a new company name and license.
5. The AzDFI Branch Application Fee is \$500.00 and payable to AzDFI. The NMLS processing fee is \$20.00.
6. All fees that are collected ARE NOT REFUNDABLE.
7. AzDFI licensing department will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
8. Jurisdiction-specific requirements as identified 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 Department
2910 N. 44th Street Suite 310
Phoenix, AZ 85018

For Overnight Delivery:

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

NMLS Main Unique ID Number: _____ (REQUIRED)

AzDFI Main License Number: _____ (REQUIRED)

Applicant Legal Name: _____ (REQUIRED)

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<u>FEES</u> . See explanation below.
<input type="checkbox"/>	<input type="checkbox"/>	<u>COPY OF LEASE AGREEMENT.</u> <input type="checkbox"/> Leased/Rented <input type="checkbox"/> Owned If office is leased/rented then please provide a copy of the lease agreement. If office is subleased, then also provide a copy of the original lease/rental agreement along with sublease agreement.
<input type="checkbox"/>	<input type="checkbox"/>	<u>DISCLOSURE QUESTIONS.</u> Provide complete details of all events or proceedings for any "Yes" answer to any of the Disclosure questions for the Branch Manager and provide a copy of any applicable orders or documents.

WHO TO CONTACT – Contact Arizona Department of Financial Institutions licensing staff by e-mailing your questions 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 JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

FEES

The AzDFI Non-Refundable Application fee is \$500.00 and must be sent in to AzDFI with this checklist. AzDFI does have a licensing fee. Just prior to the new branch application being approved, you will be invoiced for the licensing fee amount. The license will not be issued until this amount is paid. There is an initial NMLS processing fee of \$20.00 for each branch record for each state. The \$20.00 NMLS processing fee is charged annually.