



Company New Application Checklist

Agency Requirements



ARIZONA REGISTERED EXEMPT PERSON

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 \$300.00 which is collected through NMLS. There is a NMLS non-refundable processing fee of \$100.00 and is collected by 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.

You may submit documents to AzDFI electronically using AzDFI’s encrypted message service (Please include your company name and NMLS number in the subject).

[AzDFI Encrypted Message Service Instructions](#)
[AzDFI Encrypted Message Service](#)

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ARIZONA REGISTERED EXEMPT PERSON
<input type="checkbox"/>	N/A	<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 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. Upload a copy of your Trade Name Certificate into NMLS.</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"/>	N/A	<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 in active management of the activities of the applicant in this state during the entire period of designation as the RI on the registration. • 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 less than three years' experience in the mortgage business or equivalent lending experience in a related business during the five years immediately preceding the time of application. <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>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Verification of Experience: For the Responsible Individual/Qualifying Individual described above, provide letters, on company letterhead, from current and/or past employers. The letters must provide a job description and dates, month/day/year, of employment.</p> <p>Upload in NMLS under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2). This document should be named <i>[Document Type] – License Name</i>.</p> <p>Note: W2's, resumes, personal references or education is not proof of job experience.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ARIZONA REGISTERED EXEMPT PERSON
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide a complete explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Formation Document: Upload into NMLS a certified copy of: <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).
<p style="text-align: center;">Notice to Applicants Effective July 3, 2015:</p>			<p style="text-align: center;">In accordance with A.R.S. §41-1030</p> <ul style="list-style-type: none"> • An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition. • This statute may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section. • A state employee may not intentionally or knowingly violate this statute. A violation of this statute is cause for disciplinary action or dismissal pursuant to the agency’s adopted personnel policy. <p>This statute does not abrogate the immunity provided by A.R.S. §12-820.01 or A.R.S. §12-820.02.</p>
N/A	N/A	N/A	FEES: 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><u>IMPORTANT:</u> You should review the statutes (Arizona Revised Statutes Title 6, Chapter 9, Article 1) and rules (Arizona Administrative Code Title 20, Chapter 4) for Registered Exempt Persons. 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>			

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.