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

**Note:** The Form MU1 (corporate location) must be requested prior to the submission of a Form MU3 (branch location).

**Fee Breakdown:** *(all fees are collected via the NMLS)*

**Collected at the time of Application:**

- Non-Refundable Application Fee: $500.00
- Non-Refundable NMLS Processing Fee: $20.00

**Invoiced Prior to License Approval:**

- Prorated License Fee (per the chart below):

<table>
<thead>
<tr>
<th>Approval Month</th>
<th>Fee</th>
<th>License Active Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February, March</td>
<td>$250.00</td>
<td>12/31 of the Current Calendar Year</td>
</tr>
<tr>
<td>April, May, June</td>
<td>$187.50</td>
<td>12/31 of the Current Calendar Year</td>
</tr>
<tr>
<td>July, August, September</td>
<td>$125.00</td>
<td>12/31 of the Current Calendar Year</td>
</tr>
<tr>
<td>October</td>
<td>$62.50</td>
<td>12/31 of the Current Calendar Year</td>
</tr>
<tr>
<td>November, December</td>
<td>$312.50</td>
<td>12/31 of the Next Calendar Year</td>
</tr>
</tbody>
</table>

**Use the checklist below to complete the requirements for Arizona licensing.** 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 Branch Form](#) 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](#).
### Arizona Mortgage Banker Branch

#### Branch Location(s):
- Arizona is a brick and mortar state. At least 1 place of business must be an Arizona residence or commercial property. If the entity’s physical address is not located in Arizona, a separate branch application is required.

#### Branch Manager:
- A branch manager must be designated for each licensed location.
- A branch manager can manage more than one licensed location at a time.

#### Other Trade Name(s):
- List your DBA or Trade Name(s) used in Arizona in the “Other Trade Names” section of the Form MU3.
- Each DBA or Trade Name used must be licensed at the MU1 (corporate) level prior to being licensed at the MU3 (branch) level.
- The first DBA or Trade Name can be used on the initial license application. Each additional DBA or Trade Name requires a separate license application to be submitted.
- You may only transact business in the name(s) approved and listed on your Arizona license(s).
- Each DBA or Trade Name must be registered with the Arizona Secretary of State.

#### IMPORTANT INFORMATION REGARDING NET BRANCHING AND BRANCH REQUIREMENTS

A.R.S. §§ 6-944 states, in pertinent part, that a mortgage banker license is “not transferable or assignable” without the prior written consent of the superintendent. Engaging in any of the activities listed below, commonly referred to as “net branching,” can result in the Department 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 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.”

Notice to Applicants
Effective July 3, 2015:

In accordance with A.R.S. §41-1030

• 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.

This statute does not abrogate the immunity provided by A.R.S. §12-820.01 or A.R.S. §12-820.02.

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.