



## ARIZONA COMMERCIAL MORTGAGE BROKER BRANCH SURRENDER CHECKLIST

### INSTRUCTIONS

1. File the surrender request through NMLS.
2. Surrendering your branch license does not surrender your main/corporate license. As long as your main/corporate location is licensed, you are still a licensee with AzDFI. You must ensure that you maintain at least 1 licensed location in Arizona.
3. There is no fee to request surrender of your license.
4. We may request additional information upon review of your surrender; watch your email for such requests..

**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).

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.