



AZ Escrow Agent License New Application Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Note from Arizona Department of Insurance and Financial Institutions (“AZ-DIFI”): *We ask that you provide the necessary information needed to make our decision within 10 days of the date we notify you of any deficiencies. This is to ensure the application can be processed and to avoid any undue delay. Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.*

Who Is Required to Have This License?

"Escrow" means any transaction in which any escrow property is delivered with or without transfer of legal or equitable title, or both, and irrespective of whether a debtor-creditor relationship is created, to a person not otherwise having any right, title or interest therein in connection with the sale, transfer, encumbrance or lease of real or personal property, to be delivered or redelivered by that person upon the contingent happening or non-happening of a specified event or performance or nonperformance of a prescribed act, when it is then to be delivered by such person to a grantee, grantor, promisee, promisor, obligee, obligor, bailee or bailor, or any designated agent or employee of any of them. Escrow includes subdivision trusts and account servicing. Please review A.R.S. § [6-801](#)

Real Property Escrow Agents Must File Escrow Rates: See [A.R.S. Section 6-846 et al.](#)

No foreign corporation without a valid grant of authority to do business under [Title 10, Chapter 15, Article 1](#) shall transact any escrow business in this state.

Activities Authorized Under This License

This license authorizes the following activities:

- Accounting/Billing servicing
- Escrowing agents
- Consumer loan servicing
- Third party first mortgage servicing
- Third party subordinate lien mortgage servicing
- Third party debt collection
- Master Servicing
- Subordinate lien mortgage servicing

Pre-Requisites for License Applications

- None

AZ-DIFI **ONLY** issues an electronic license for this license type.

Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Refer to [Document Uploads Descriptions and Examples](#).
- Documents to be uploaded must be relevant to the company application.
- Documents to be uploaded must be listed in the selectable document category. If inappropriate documents are uploaded you will be contacted by your regulator and asked to remove them from NMLS.
- Documents should not be uploaded multiple times. Generally, unless the document is state-specific or the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If you need to upload a revised document, you must delete the old document and replace it with the new document (a history of document revisions will remain in NMLS).
- If uploading a state-specific document i.e. surety bond, you must indicate the applicable state.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

AZ-DIFI Contact Information

Contact [AZ-DIFI](#) licensing staff by phone at (602) 771-2800 or send your questions via email to felicensing@difi.az.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 NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

LICENSE FEES - Fees collected through NMLS are **NOT REFUNDABLE OR TRANSFERABLE**.

Complete	AZ Escrow Agent License	Submitted via...									
<input type="checkbox"/>	<p>AZ Application Fee: \$1,000</p> <p>AZ License/Registration Fee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Application Submitted In</th> <th style="text-align: center;">Fee</th> <th style="text-align: center;">License Active Through</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Jan, Feb, Mar</td> <td style="text-align: center;">750.00</td> <td style="text-align: center;">9/30 of the Current Calendar Year</td> </tr> <tr> <td style="text-align: center;">Apr, May, June</td> <td style="text-align: center;">500.00</td> <td style="text-align: center;">9/30 of the Current Calendar Year</td> </tr> </tbody> </table>	Application Submitted In	Fee	License Active Through	Jan, Feb, Mar	750.00	9/30 of the Current Calendar Year	Apr, May, June	500.00	9/30 of the Current Calendar Year	NMLS (Filing submission)
Application Submitted In	Fee	License Active Through									
Jan, Feb, Mar	750.00	9/30 of the Current Calendar Year									
Apr, May, June	500.00	9/30 of the Current Calendar Year									

	<table border="1"> <tr> <td>July, Aug, Sept</td> <td>1,250.00</td> <td>9/30 of the Next Calendar Year</td> </tr> <tr> <td>Oct, Nov, Dec</td> <td>1,000.00</td> <td>9/30 of the Next Calendar Year</td> </tr> </table> <p>NMLS Initial Processing Fee: \$0</p> <p>Note: The above fees apply to the cost for the initial license authority. See the Other Trade Name section below for more information.</p>	July, Aug, Sept	1,250.00	9/30 of the Next Calendar Year	Oct, Nov, Dec	1,000.00	9/30 of the Next Calendar Year	
July, Aug, Sept	1,250.00	9/30 of the Next Calendar Year						
Oct, Nov, Dec	1,000.00	9/30 of the Next Calendar Year						
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)						

REQUIREMENTS COMPLETED IN NMLS																	
Complete	AZ Escrow Agent License	Submitted via...															
<input type="checkbox"/>	<p>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.</p>	NMLS															
<input type="checkbox"/>	<p>Other Trade Name: If operating under a name that is different from the applicant’s legal name that “Trade Name” or “DBA” must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>AZ Escrow Agent Licensees are prohibited from using more than one other trade name for each license obtained. Therefore, please be advised that applicants must hold an AZ Escrow Agent License - Other Trade Name for each other trade name listed in the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>If operating under an “Other Trade Name”, upload documentation regarding ability to do business under that trade name.</p> <p>This document should be named <i>Escrow Agent Trade Name – Assumed Name</i>.</p> <p>The following fees will be charged when applying for the AZ Escrow Agent License - Other Trade Name.</p> <p>Application Fee: \$1,000</p> <p>AZ License/Registration Fee:</p> <table border="1"> <thead> <tr> <th>Application Submitted In</th> <th>Fee</th> <th>License Active Through</th> </tr> </thead> <tbody> <tr> <td>Jan, Feb, Mar</td> <td>750.00</td> <td>9/30 of the Current Calendar Year</td> </tr> <tr> <td>Apr, May, June</td> <td>500.00</td> <td>9/30 of the Current Calendar Year</td> </tr> <tr> <td>July, Aug, Sept</td> <td>1,250.00</td> <td>9/30 of the Next Calendar Year</td> </tr> <tr> <td>Oct, Nov, Dec</td> <td>1,000.00</td> <td>9/30 of the Next Calendar Year</td> </tr> </tbody> </table>	Application Submitted In	Fee	License Active Through	Jan, Feb, Mar	750.00	9/30 of the Current Calendar Year	Apr, May, June	500.00	9/30 of the Current Calendar Year	July, Aug, Sept	1,250.00	9/30 of the Next Calendar Year	Oct, Nov, Dec	1,000.00	9/30 of the Next Calendar Year	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
Application Submitted In	Fee	License Active Through															
Jan, Feb, Mar	750.00	9/30 of the Current Calendar Year															
Apr, May, June	500.00	9/30 of the Current Calendar Year															
July, Aug, Sept	1,250.00	9/30 of the Next Calendar Year															
Oct, Nov, Dec	1,000.00	9/30 of the Next Calendar Year															

	NMLS Initial Processing Fee: \$0	
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) and must match the information currently on record with AZ-DIFI.	NMLS
<input type="checkbox"/>	Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1). <ol style="list-style-type: none"> Primary Company Contact. This is the person whom will be notified of any important information that affects your license. This includes renewal notification and to whom your license will be emailed to. Primary Consumer Complaint Contact. This is the person to whom AZ- DIFI will send complaints that have been filed. 	NMLS
Note	Non-Primary Contact Employees: AZ-DIFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	N/A
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
Note	Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for AZ-DIFI on the Company Form (MU1).	N/A
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is can be submitted with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
<input type="checkbox"/>	MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Company Form (MU1) are required to authorize an FBI criminal background check (“CBC”) through NMLS. <i>Direct Owners</i> <ul style="list-style-type: none"> Direct owners over 20% ownership are required to submit a CBC. <i>Indirect Owners</i> <ul style="list-style-type: none"> Indirect owners over 20% ownership are required to submit a CBC. After authorizing a CBC through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be	NMLS

	<p>fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the CBC, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
--	---	--

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	AZ Escrow Agent License	Submitted via...
<input type="checkbox"/>	<p>Surety Bond: Submit company bond in the amount of \$100,000.00 furnished by a surety company authorized to conduct business in Arizona. The name of the principal insured on the bond must match exactly the full legal name of applicant. Click here to access the Bond Form.</p> <p>This document should be named <i>Escrow Agent Surety Bond</i>.</p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Certificate of Good Standing: Upload the Certificate of Good Standing for Arizona.</p> <p>This document should be named <i>[State-License Type] Certificate of Good Standing</i>.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Business Plan: The business plan must include the general plan and character of operation and the length of time the company has been engaged in the escrow business.</p> <p>If an existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific documentation is required, the information should be added to the existing uploaded business plan.</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

Notice to Applicant Pursuant to [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 license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section 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.

Updated: 9/29/2021

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.