



AZ Sales Finance 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

The 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 Untimely submissions, as detailed in the deficiency notice, will result in your application being withdrawn. If the application is withdrawn, application fees, if applicable, will be forfeited and the applicant will be required to submit a new application and application fee.*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?

This License is required of any person who is engaged, in whole or in part, in the business of purchasing retail installment contracts from one or more retail sellers. This License is also required of any person whom is engaged, in whole or in part, in the business of creating or holding motor vehicle retail installment contracts, exceeding a total aggregate outstanding indebtedness of \$50,000. This License also includes any company commonly known as a title lender that allows consumers to borrow money based on the equity in their automobiles. Please review Sales Finance Companies [A.R.S. § Title 44, Chapter 2.1](#)

Activities Authorized Under This License

This license authorizes the following activities...

- Consumer loan servicing
- Sales finance company activities - motor vehicles
- Accounting/Billing servicing
- Sales finance company activities - general
- Consumer loan lending
- Bi-weekly payment processing services
- Industrial loan lending companies
- Other-Consumer Finance
- First party debt collection
- Judgement Recovery
- Non-mortgage loan modifications
- Repossession agency activities
- Repossession agent activities

Pre-Requisites for License Applications

- None

The Arizona Department of Financial Institutions (AZ-DIFI) **ONLY** issues an electronic license for this license type.

Document Uploads Guidance

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:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to 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](#)

Agency 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 Sales Finance License	Submitted via...									
<input type="checkbox"/>	<p>AZ Application Fee: \$500</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;">250.00</td> <td style="text-align: center;">6/30 of the Current Calendar Year</td> </tr> <tr> <td style="text-align: center;">Apr, May, June</td> <td style="text-align: center;">625.00</td> <td style="text-align: center;">6/30 of the Next Calendar Year</td> </tr> </tbody> </table>	Application Submitted In	Fee	License Active Through	Jan, Feb, Mar	250.00	6/30 of the Current Calendar Year	Apr, May, June	625.00	6/30 of the Next Calendar Year	NMLS (Filing submission)
Application Submitted In	Fee	License Active Through									
Jan, Feb, Mar	250.00	6/30 of the Current Calendar Year									
Apr, May, June	625.00	6/30 of the Next Calendar Year									

	<table border="1"> <tr> <td>July, Aug, Sept</td> <td>500.00</td> <td>6/30 of the Next Calendar Year</td> </tr> <tr> <td>Oct, Nov, Dec</td> <td>375.00</td> <td>6/30 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	500.00	6/30 of the Next Calendar Year	Oct, Nov, Dec	375.00	6/30 of the Next Calendar Year	
July, Aug, Sept	500.00	6/30 of the Next Calendar Year						
Oct, Nov, Dec	375.00	6/30 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 Sales Finance 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 Sales Finance 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 Sales Finance 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>Sales Finance Trade Name – Assumed Name</i>.</p> <p>The following fees will be charged when applying for the AZ Sales Finance License - Other Trade Name.</p> <p>AZ Application Fee: \$500</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>250.00</td> <td>6/30 of the Current Calendar Year</td> </tr> <tr> <td>Apr, May, June</td> <td>625.00</td> <td>6/30 of the Next Calendar Year</td> </tr> <tr> <td>July, Aug, Sept</td> <td>500.00</td> <td>6/30 of the Next Calendar Year</td> </tr> <tr> <td>Oct, Nov, Dec</td> <td>375.00</td> <td>6/30 of the Next Calendar Year</td> </tr> </tbody> </table> <p>NMLS Initial Processing Fee: \$0</p>	Application Submitted In	Fee	License Active Through	Jan, Feb, Mar	250.00	6/30 of the Current Calendar Year	Apr, May, June	625.00	6/30 of the Next Calendar Year	July, Aug, Sept	500.00	6/30 of the Next Calendar Year	Oct, Nov, Dec	375.00	6/30 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	250.00	6/30 of the Current Calendar Year															
Apr, May, June	625.00	6/30 of the Next Calendar Year															
July, Aug, Sept	500.00	6/30 of the Next Calendar Year															
Oct, Nov, Dec	375.00	6/30 of the Next Calendar Year															

<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 to that have been filed with our agency. 	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
Complete	AZ Sales Finance License	Submitted via...
<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 able to be submitted along 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 a FBI criminal background check (CBC) through NMLS. <i>Direct Owners</i> <ul style="list-style-type: none"> Direct owners over 20% and over ownership are required to submit a CBC. <i>Indirect Owners</i> <ul style="list-style-type: none"> Indirect owners over 20% and over ownership are required to submit a CBC. 	NMLS

	<p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be 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 FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
--	--	--

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	AZ Sales Finance License	Submitted via...
No items are required to be submitted outside of 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.

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.