



## DEPARTMENT OF FINANCIAL INSTITUTIONS

### STREAMLINED RENEWAL PROCESS Mortgage Company Licensees

**Applications approved prior to November 1 are subject to all renewal requirements and fees. New applications processed after October 31 will be invoiced the pro-rated license fee and the renewal fee of prior to approval. Please read through the instructions carefully. Furthermore, if a requirement from a previous renewal season is not listed, it is no longer required.**

Mortgage Brokers, Mortgage Bankers, Commercial Mortgage Brokers, Commercial Mortgage Bankers and Registered Exempt Persons licensed in Arizona are encouraged to participate in the Streamlined Renewal Process through the Nationwide Multi-State Licensing System & Registry (NMLS) in order to renew applicable licenses between November 1 through December 31.

Licenses and registrations in any status other than an "Approved" equivalent status are not eligible for Streamlined Renewal. Any outstanding deficient license items will prevent Streamlined Renewal until the deficient license items have been addressed and cleared. Licensees should check the status of their license for any deficient license items and address these prior to submitting their renewal request.

**The steps listed on the following pages must be completed on or before December 31 in order to avoid penalties.**

**If all renewal steps have not been completed on or before January 31, your license will expire. Since renewing your license on time is a statutory requirement, no exceptions will be given. If your license expires, you will have to apply for a new Arizona license(s) in order to transact business in Arizona.**

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The AZDFI recommends that all Licensees review the detailed instructions found on the [NMLS Resource Center](#) carefully. **RENEWALS MAY BE PREVENTED OR REJECTED IF OUTSTANDING LICENSE ITEMS ARE NOT ADDRESSED.** Failure to pay any outstanding fees, including licensing fees, examination fees, or late fees, may result in non-renewal of licenses.

The [NMLS Resource Center](#) has valuable tools to assist in the NMLS Streamlined Renewal Process, including a [Company Renewal Quick Guide](#), [Training Workshops](#), [State Licensing Information](#), as well as the [State Renewal Checklists](#).

For questions regarding Arizona Renewal Requirements, contact the AZDFI Licensing Department at (602) 771-2800 option 1, or by email at [licensing@azdfi.gov](mailto:licensing@azdfi.gov). For technical assistance with requesting renewal, paying fees, or uploading documents, please call the NMLS Call Center at (855) 665-7123.

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## AZ MORTGAGE BROKER LICENSE

### 1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads (including a Business Plan, Organizational Chart, and Management Chart), and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### 2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS

**Renewal requests must be submitted through the NMLS between November 1 and December 31.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

**ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.** Furthermore, all checks mailed directly to the AZDFI will be mailed back. Additional Renewal fees must be paid through the NMLS.

**AZ Mortgage Broker License Annual Renewal Fee:** All licensees will be charged a renewal fee of **\$250** when a renewal request is made through the NMLS. **If the licensee negotiated or closed over 50 Arizona Loans in the previous calendar year (per the licensee’s NMLS MCR report filing), the licensee will be invoiced through the NMLS for an additional \$250 on November 1.**

**NMLS Company Annual Renewal Processing Fee: \$100**

**AZ Mortgage Broker Branch License Annual Renewal Fee: \$200 per branch**

**NMLS Branch Annual Renewal Processing Fee: \$20**

### 3. UPLOAD RESPONSIBLE INDIVIDUAL CONTINUING EDUCATION CERTIFICATES INTO THE NMLS

The (RI) must complete 12 hours/units of continuing education prior to 12/31 of each calendar year. This is required whether the licensee is Active or Inactive. **Continuing Education Certificates are required to be uploaded into the NMLS in the “Document Uploads” section of the Responsible Individual’s MU2 profile. Choose “Verification of Experience” as the Document Type.** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

### 4. UPLOAD AN UNAUDITED FINANCIAL STATEMENT(S) INTO THE NMLS

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the “Financial Statements Summary” section of the NMLS.** The unaudited financials must reflect compliance with the AZDFI’s net worth requirement of solvency. Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

## AZ MORTGAGE BANKER LICENSE

### 1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads (including a Business Plan, Organizational Chart, and Management Chart), and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### 2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS

**Renewal requests must be submitted through the NMLS between November 1 and December 31.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

**ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.** Furthermore, all checks mailed directly to the AZDFI will be mailed back. Additional Renewal fees must be paid through the NMLS.

**AZ Mortgage Banker License Annual Renewal Fee:** All licensees will be charged a renewal fee of **\$750** when a renewal request is made through NMLS. **If the licensee negotiated or closed over 100 Arizona Loans in the previous calendar year (per the licensee’s NMLS MCR report filing), the licensee will be invoiced through the NMLS for an additional \$500 on November 1.**

**NMLS Company Annual Renewal Processing Fee: \$100**

**AZ Mortgage Banker Branch License Annual Renewal Fee: \$250 per branch**

**NMLS Branch Annual Renewal Processing Fee: \$20**

### 3. UPLOAD RESPONSIBLE INDIVIDUAL CONTINUING EDUCATION CERTIFICATES INTO THE NMLS

The (RI) must complete 12 hours/units of continuing education prior to 12/31 of each calendar year. This is required whether the licensee is Active or Inactive. **Continuing Education Certificates are required to be uploaded into the NMLS in the “Document Uploads” section of the Responsible Individual’s MU2 profile. Choose “Verification of Experience” as the Document Type.** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

### 4. UPLOAD MOST RECENT AUDITED FINANCIAL STATEMENT(S) INTO THE NMLS (If your most recent audited financial statement is more than 6 months old, you must also upload a current unaudited financial statement.)

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the “Financial Statements Summary” section of the NMLS.** Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

## AZ COMMERCIAL MORTGAGE BROKER LICENSE

### 1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads (including a Business Plan, Organizational Chart, and Management Chart), and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### 2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS

**Renewal requests must be submitted through the NMLS between November 1 and December 31.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

**ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.** Furthermore, all checks mailed directly to the AZDFI will be mailed back. Additional Renewal fees must be paid through the NMLS.

**AZ Commercial Mortgage Broker License Annual Renewal Fee:** All licensees will be charged a renewal fee of **\$250** when a renewal request is made through the NMLS. **If the licensee negotiated or closed over 50 Arizona Loans in the previous calendar year (per the AZDFI survey\*), the licensee will be invoiced through the NMLS for an additional \$250 on November 1.** *\*Note: If you failed to complete the AZDFI survey that was sent out in August, you will be charged upfront for the additional fee of \$250. It is your responsibility to reach out to the AZDFI licensing staff to dispute the charge if you did under 50 loans.*

**NMLS Company Annual Renewal Processing Fee: \$100**

**AZ Commercial Mortgage Broker Branch License Annual Renewal Fee: \$200 per branch**

**NMLS Branch Annual Renewal Processing Fee: \$20**

### 3. UPLOAD AN UNAUDITED FINANCIAL STATEMENT(S) INTO THE NMLS

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the “Financial Statements Summary” section of the NMLS.** The unaudited financials must reflect compliance with the AZDFI’s net worth requirement of solvency. Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

## **AZ COMMERCIAL MORTGAGE BANKER LICENSE**

### **1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS**

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads (including a Business Plan, Organizational Chart, and Management Chart), and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### **2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS**

**Renewal requests must be submitted through the NMLS between November 1 and December 31.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

***ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.***

**AZ Commercial Mortgage Banker License Annual Renewal Fee: \$1,250**  
**NMLS Company Annual Renewal Processing Fee: \$100**

**AZ Commercial Mortgage Banker Branch License Annual Renewal Fee: \$250 per branch**  
**NMLS Branch Annual Renewal Processing Fee: \$20**

### **3. UPLOAD MOST RECENT AUDITED FINANCIAL STATEMENT(S) INTO THE NMLS (If your most recent audited financial statement is more than 6 months old, you must also upload a current unaudited financial statement.)**

**Financial Statements are required to be uploaded into the NMLS as a compressed PDF in the “Financial Statements Summary” section of the NMLS.** Active deficiencies concerning prior fiscal year financial statements will prevent the company from submitting a renewal request. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

## **REGISTERED EXEMPT PERSON LICENSE**

### **1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS**

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- All contact information should be current, including phone extensions and email addresses. The AZDFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads, and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

### **2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS**

**Renewal requests must be submitted through the NMLS between November 1 and December 31.** During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the “Do Not Renew” option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

***ALL FEES PAID THROUGH THE NMLS ARE NON-REFUNDABLE.***

**AZ Registered Exempt Person License Annual Renewal Fee: \$150**

**NMLS Company Annual Renewal Processing Fee: \$100**