



**ARIZONA**  
**Department of Financial Institutions**  
 2910 N. 44<sup>th</sup> Street | Suite 310 | Phoenix, AZ 85018  
 Ph: [602-771-2800](tel:602-771-2800) | Fax: [602-381-1225](tel:602-381-1225) | [www.azdfi.gov](http://www.azdfi.gov)



**Licensee Name:** \_\_\_\_\_

**Main NMLS#:** \_\_\_\_\_

**Arizona License #:** \_\_\_\_\_

**RENEWAL FEES**

A mortgage banker, commercial mortgage broker or mortgage broker needs to provide the total number of loans and dollar volume of mortgage banking loans and mortgage loans negotiated or closed in the previous calendar year (January 1 through December 31). (Nationwide, Not just Arizona loans)

**Number of Loans:**

Located in other states: # \_\_\_\_\_ Located in AZ: # \_\_\_\_\_ Grand Total: # \_\_\_\_\_ FHA Approved? Yes No

**Dollar Volume:**

Located in other states: \$ \_\_\_\_\_ Located in AZ: \$ \_\_\_\_\_ Grand Total: \$ \_\_\_\_\_

**MORTGAGE BANKER**

The minimum renewal fee is \$750.00. If the licensee closed / negotiated over 100 loans nationwide in the previous calendar year, the fee is \$1,250.00. A check must be sent with these forms payable to AzDFI for the applicable renewal fee. Please include any late fees if renewal occurs after December 31<sup>st</sup> (\$25.00 per calendar day). NMLS Processing fee is \$100.00 (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

The renewal fee for each branch is \$250.00. A check must accompany this renewal checklist for the total amount owed to renew each branch. Please indicate how many branches you are renewing: \_\_\_\_\_#. NMLS Processing fee is \$20.00 per branch (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

**MORTGAGE BROKER**

The minimum renewal fee is \$250.00. If the licensee negotiated or closed over 50 loans nationwide in the previous calendar year, the fee is \$500.00. A check must be sent with these forms payable to AzDFI (for the appropriate renewal amount due). Please also include any late fees if renewal occurs after December 31<sup>st</sup> (\$25.00 per calendar day). NMLS Processing fee is \$100.00 (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

The renewal fee for each branch is \$200.00. A check must accompany this renewal checklist (for the total amount due to renew each branch). Please indicate how many branches you are renewing: \_\_\_\_\_#. NMLS Processing fee is \$20.00 per branch (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

### **COMMERCIAL MORTGAGE BROKER**

The minimum renewal fee is \$250.00. If the licensee negotiated or closed over 50 loans nationwide in the previous calendar year, the fee is \$500.00. A check must be sent with these forms payable to AzDFI (for the appropriate renewal amount due). Please also include any late fees if renewal occurs after December 31<sup>st</sup> (\$25.00 per calendar day). NMLS Processing fee is \$100.00 (which will be collected by NMLS at time of renewal). You must renew thru NMLS

The renewal fee for each branch is \$200.00. A check payable to AzDFI must accompany this checklist (for the total amount due to renew each branch). Please indicate how many branches you are renewing: \_\_\_\_\_# NMLS Processing fee is \$20.00 per branch (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

### **COMMERCIAL MORTGAGE BANKER**

The renewal fee is \$1,250.00 and a check payable to AzDFI must accompany this checklist. NMLS Processing fee is \$100.00 (which will be collected by NMLS at time of renewal). You must renew through NMLS.

The renewal fee for each branch is \$250.00. A check payable to AzDFI must accompany this checklist (for the total amount due to renew each branch). Please indicate how many branches you are renewing: \_\_\_\_\_# NMLS Processing fee is \$20.00 per branch (which will be collected by NMLS at time of renewal). You must renew thru NMLS.

## **RI CONTINUING EDUCATION – ACTIVE OR INACTIVE MORTGAGE BROKER and ACTIVE MORTGAGE BANKER ONLY**

RI's must complete 12 hours of continuing education (CE) prior to 12/31 of each calendar year. A copy of the certificate(s) must be sent to AzDFI with this checklist. The certificate must show each course and units taken. Whether the license is active or inactive the RI must complete 12 units of CE each calendar year.

## **INACTIVE STATUS – MORTGAGE BROKER, COMMERCIAL MORTGAGE BROKER and COMMERCIAL MORTGAGE BANKER ONLY**

**A Mortgage Broker, Commercial Mortgage Broker OR Commercial Mortgage Banker licensee may not be on inactive status for more than two consecutive years, or for more than four years in a ten year period. You still must renew license thru NMLS!!!**

\_\_\_\_\_ I choose to keep my license on an inactive status for the following license year.

\_\_\_\_\_ I choose to place my license in an inactive status for the following license year. (Return license(s) with checklist)