



DEPARTMENT OF
INSURANCE AND FINANCIAL INSTITUTIONS

NMLS STREAMLINED RENEWAL PROCESS
Mortgage Entities and Branches

Please read through the instructions carefully. Furthermore, if a requirement from a previous renewal season is not listed, it is no longer required.

Applications approved prior to November 1 are subject to all renewal requirements and fees. New applications processed after October 31 will be invoiced the prorated license fee and the renewal fee prior to approval.

Mortgage Brokers, Mortgage Bankers, Commercial Mortgage Brokers, Commercial Mortgage Bankers and Registered Exempt Persons licensed in Arizona are required 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 suspension of your license(s) and late fee 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.

The AZDIFI 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 AZDIFI Licensing Section at (602) 771-2800 option 1, or by email at felicensing@difi.az.gov. For technical assistance with requesting renewal, paying fees, or uploading documents, please call the NMLS Call Center at (855) 665-7123.

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 AZDIFI 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.

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 checks mailed directly to the AZDIFI 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

Late Penalty Fee (for licenses renewed between 1/1 and 1/31) - \$25 per calendar day

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 Responsible Individual (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 AZDIFI’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

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- All contact information should be current, including phone extensions and email addresses. The AZDIFI 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.

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 checks mailed directly to the AZDIFI 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

Late Penalty Fee (for licenses renewed between 1/1 and 1/31) - \$25 per calendar day

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 Responsible Individual (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

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- All contact information should be current, including phone extensions and email addresses. The AZDIFI 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.

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 checks mailed directly to the AZDIFI 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, the licensee should send an email to felicensing@difi.az.gov with the total number of loans negotiated or closed in the previous calendar year. After the email is reviewed by DIFI staff, the licensee will be invoiced through the NMLS for an additional \$250.**

NMLS Company Annual Renewal Processing Fee: \$100

Late Penalty Fee (for licenses renewed between 1/1 and 1/31) - \$25 per calendar day

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 AZDIFI’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

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- 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.

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 checks mailed directly to the AZDIFI will be mailed back.

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 (CERTIFICATE OF EXEMPTION)

1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS

As part of the Streamlined Renewal Process, all certificate holders must log into the NMLS and attest that their records are accurate and current. **Certificate holders should review their MU1 filing (company), and MU2 filing(s) (control persons).** *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 AZDIFI will not communicate with employees not authorized by the certificate holder.
- 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.

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 certificate of exemption, 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 checks mailed directly to the AZDIFI will be mailed back.

AZ Registered Exempt Person Annual Renewal Fee: \$150

NMLS Company Annual Renewal Processing Fee: \$100

Late Penalty Fee (for certificates renewed between 1/1 and 1/31) - \$25 per calendar day