



AZ Escrow Agent License New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Note from AZ-DFI: 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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.

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.

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.

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

The Arizona Department of Financial Institutions (AZ-DFI) **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 *Arizona Department of Financial Institutions* licensing staff by phone at (602) 771-2800 or send your questions via email to licensing@azdfi.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"/>	AZ Application Fee: \$1,000 NMLS Initial Processing Fee: \$0	NMLS (Filing submission)															
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)															
Note	<p>AZ License/Registration Fee: Once your license application has been approved, you will receive an invoice through NMLS for your licensing fee.</p> <p>This fee MUST be paid through NMLS. Once DFI receives payment, your license will be issued within 72 hours.</p> <table border="1"> <thead> <tr> <th>Approval Month</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> <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>	Approval Month	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 Agency Fee Invoice
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REQUIREMENTS COMPLETED IN NMLS

Complete	AZ Escrow Agent License	Submitted via...
<input type="checkbox"/>	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.	NMLS
<input type="checkbox"/>	<p>Other Trade Name: If operating under a name that is different from the applicant’s legal name that name “Trade Name” or “DBA” must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not limit the number of other trade names.</p> <p>R20-4-1519 (C). Licensee Names and Control</p> <p>An Escrow Agent shall not use an Escrow Agent license to do business under more than one name. Each Escrow Agent shall apply for and obtain a separate license for each business name it intends to use in Arizona.</p> <p>If operating under an “Other Trade Name”, upload documentation regarding</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

	<p>ability to do business under that trade name.</p> <p>The following fees will be charged when applying for the AZ Escrow Agent License - Other Trade Name.</p> <ul style="list-style-type: none"> • Application Fee: \$1,000 • NMLS Initial Processing Fee: \$0 	
<input type="checkbox"/>	<p>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-DFI.</p>	NMLS
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> 1. 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. 2. Primary Consumer Complaint Contact. This is the person to whom AZ- DFI will send complaints to that have been filed with our agency. 	NMLS
Note	<p>Non-Primary Contact Employees: AZ-DFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p>	N/A
Note	<p>Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	N/A
<input type="checkbox"/>	<p>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).</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
Note	<p>Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for AZ-DFI on the Company Form (MU1).</p>	N/A
<input type="checkbox"/>	<p>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).</p>	NMLS
Note	<p>Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.</p>	N/A
<input type="checkbox"/>	<p>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.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> • Direct owners over 20% and over ownership are required to submit a CBC. 	NMLS

	<p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> Indirect owners over 20% and over ownership are required to submit a CBC. <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>	
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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, including any Other Trade Names. 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 they have 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 material is required, this 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.