







## Debt Management Application Requirements

<b>LICENSING</b>	☎ 602-771-2800	Financial Services	✉ <a href="mailto:felicensing@difi.az.gov">felicensing@difi.az.gov</a>
	☎ 602-771-2800	Real Estate Appraisal	✉ <a href="mailto:realicensing@difi.az.gov">realicensing@difi.az.gov</a>
	☎ 602-364-4457	Insurance Licensing	✉ <a href="mailto:insurancelicensing@difi.az.gov">insurancelicensing@difi.az.gov</a>

Application Fee	License Fee
<b>\$500.00</b>	<p>Jan, Feb, Mar: <b>\$250.00</b>            April, May, June: <b>\$625.00*</b>            July, Aug, Sept: <b>\$500.00</b>            Oct, Nov, Dec: <b>\$375.00</b></p> <p>*includes renewal fee for the following year.</p>

**Before submitting an online application be sure you have all application requirements listed below:**

- **Biographical Statements** - Each owner with an ownership share above 20% equity interest, each Officer, Director, Partner, Key Employee or Controlling Person must submit a biographical statement. Submitted biographical statements will be used to conduct a background check. The form is available [here](#).
- **Business Plan**
- **Current Legal Status of Entity** - You must upload a letter of good standing (dated within the last 6 months) or a screenshot of the current entity status from the agency your legal entity has been formed in from your domicile state. (Ex. Arizona Corporation Commission).
- **Debt Management Agreement** - A blank copy of the contract intended to be used between the licensee and the debtor.
- **Organizational Chart/Description** - The organizational chart must show ownership percentages.
- **Proof of Trustee Account** - Proof of a trustee checking account must be provided.
- **Registered Agent**: Information regarding your Registered Agent/Service of Process.

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- **Surety Bond**

- Submit company [Surety Bond](#) as per chart below.
- The surety bond must list the insurance producer's name and producer number (NPN).
- You must also attach the Power of Attorney from the insurance company.
- The bond amount should be determined by the yearly disbursements from the prior calendar year.

Yearly \$ Amount of disbursements	Bond Amount
\$0 to \$99,999	\$5,000
\$100,000 to \$250,000	\$10,000
\$250,001 to \$500,000	\$15,000
\$500,001 to \$1,000,000	\$20,000
More than \$1,000,000	\$25,000







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- **Unaudited Financial Statement** - Escrow Agent's must be solvent.

- An unaudited financial statement (Balance Sheet & Profit and Loss Statement) must be submitted.
- The financials must be from the most recent ending fiscal year AND quarter.
- You may use this [form](#) as a template, if needed.



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**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.