

<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>
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Application Fee	License Fee
\$1000.00	Jan, Feb, Mar: \$750.00 April, May, June: \$500.00 July, Aug, Sept: \$1250.00* Oct, Nov, Dec: \$1000.00 *includes renewal fee for the following year.

**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**
- **Escrow Rate Filing Form** (*If you are a Real Property Escrow Agent*) - Please upload the completed [Escrow Rate Filing form](#). A Title Agent license is also required to be obtained from our Insurance Division.
- **Organizational Chart/Description** - The organizational chart must show ownership percentages.
- **Registered Agent**: Information regarding your Registered Agent/Service of Process.
- **Registration with Arizona Corporation Commission**: All foreign corporation applicants must obtain a valid grant of authority to do business in Arizona with the Arizona Corporation Commission. This approval must be obtained prior to submitting an escrow agent application. <https://www.azcc.gov/>.

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- **Surety Bond**
  - Submit a company [surety 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 the applicant.
  - 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.
- **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).
- **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.

**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.