



Financial Enterprise Licensing Section
Arizona Department of Insurance and Financial Institutions
100 North 15th Avenue, Suite 102, Phoenix, AZ 85007-2630
Phone: (602) 771-2800, option 1
Web: <http://difi.az.gov> | Email: FELicensing@difi.az.gov

Appraisal Management Company Initial/Renewal Registration Instructions

Complete all items in the application packet before submitting your application on the [eLicense portal](#). You will be asked to upload the application packet on the “Attachments” page of the online application. Once you complete a payment on the portal, the application will be submitted for review. Please note that with the Department’s review, additional items may be requested.

If you should receive a deficiency notice from the Department, you will then have only 30 days to submit all items needed to complete the application. Please address all deficiencies in a timely manner. It is the applicant’s responsibility to submit missing documents within 30 days after receiving a deficiency notice or the application will be withdrawn per Arizona Administrative Code R4-46-107 B. **NOTE:** Per rule, application fees are non-refundable unless the provisions of A.R.S. 41-1077 apply. Applicants who have applications withdrawn must re-submit an application, including all documents, and repay applicable fees to restart the process. No exceptions will be granted.

Visit the [Department’s website page for information and forms](#)

AZ Corporation Commission and/or the AZ Secretary of State.

If you wish to apply as a Corporation, Foreign Corporation, or Limited Liability Company you must file, receive approval, and be in Good Standing with the Arizona State Corporation Commission. If you wish to apply as a Limited Partnership, Foreign Limited Partnership, Limited Liability Limited Partnership or use a DBA/Trade Name, it is suggested to register the DBA/Trade Name with the Arizona Secretary of State.

Fees

\$2,500 Initial / Renewal Application Fee

- With an approved initial application, the AMC will be eligible to renew one (1) year following the date of approval.
- After first renewal, the AMC will have a two (2) year renewal period.

Arizona Department of Public Safety (DPS) Fingerprint Clearance Card:

The AMC’s controlling person, owner(s), and officer(s) with a financial interest of 10% or more are required to apply for or have an active valid fingerprint clearance card issued by AZ DPS.

- To apply, visit the [AZ DPS website](#).
- Include the DPS application number or issued number on the individuals certification form.
- If the fingerprint clearance card is denied, submit the following: DPS application number, notice of denial, letter of explanation and court related documents.

Submit the application through the department’s eLicense portal:

- New Application – The Controlling Person is the main contact person; therefore, the controlling person will need to create an account on the eLicense portal. Through this account, the controlling person can setup the AMC’s business account, and submit for application.
- Renewal – If the controlling person has not yet set up a password on the portal, please contact 602.771.2800, option 1 for a security code to access the current account.
- Change of controlling person.
 - New Controlling Person (CP):
 - Click on **Login/Create Your Account**
 - Click on **I Don’t Have a License**
 - The department will link the new CP with the AMC’s account. After the CP creates a contact page, notify the department via email at felicensing@difi.az.gov, with the name and email address of the new controlling person.



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Complete Certification Form(s): There are two (2) types of certification forms:

- **AMC Certification** - This is the company's certification.
 - Form must be completed and signed by the controlling person.
 - Submit supporting documents for all "yes" answers to a disclosure question.
- **Certifications by Owner(s), Officer(s), and Controlling Person** - Certification for each individual.
 - **This form is to be completed by the controlling person and each owner/officer with a financial interest of 10% or more.**
 - Submit supporting documents for all "yes" answers to a disclosure question.
 - Form requires application for a fingerprint clearance card through the [Arizona Department of Public Safety \(AZ DPS\)](#).

Irrevocable Consent to Service of Process Form

- Completed and signed by the controlling person.

National Registry Reporting Questions and Declaration

- **Must be completed by initial applicants only.** Existing licensees must submit this information to the Department by March 1 via the [National Registry Annual Report](#) form.

Surety Bond

- Submit an active Surety Bond.
 - The original bond or original bond rider must show the exact licensee name, including your DBA, as shown on your license (for example, "ABC Company, Inc. dba Company" must exactly match your bond "ABC Company, Inc. dba Company").
 - You are required to purchase a Surety Bond for \$20,000.



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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

Appraisal Management Company Initial/Renewal Registration

AMC Registration shall be made under the business name of the applying registrant. All separate business names will require separate and full registrations. An AMC must be registered prior to doing business in Arizona. Registered AMC's will be posted on the Department [website](#) at and on the [AMC National Registry](#).

Application Fee: \$2,500.00

Initial Registration (valid one year)

Renewal Registration (valid two years) **Registration number#** _____ **Current expiration** _____

Arizona Department of Public Safety (DPS) Fingerprint Clearance Card:

Include the DPS application number or a valid fingerprint clearance card number on the certification page for each Owner/Officer and Controlling Person.

Name of AMC:

Registered Name: _____
(Name registered with the Arizona Corporation Commission)

Business Name: _____
(Full name including any DBA – This name needs to be on the bond as the Principal)

AMC Contact Information:

Name of AMC's Controlling Person _____ Business Phone: _____

Email: _____ Website: _____ Fax Number: _____

Mailing Address: _____

Physical/Business Address: _____

NOTE: The information provided above may be posted on the Department's website. Correspondence will be via email.



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Residential addresses, personal cell phone numbers, and personal email addresses shall be maintained as confidential information by the Department.

List the Controlling Person

Legal Name: _____
(First) (M.I.) (Last)
Resident Address: _____
Capacity & Title: _____ List percent of interest if 10% or more _____%
Business Address: _____
Business Phone: _____ Business Email: _____

Appraisal Panelist Contact(s): This is an individual approved to assign work to an appraiser.

Pursuant to A.R.S. § 32-3662 & 32-3672 please provide contact information for all persons authorized by the Appraisal Management Company to select independent appraisers for real property services in this state (if more space is needed please attach a separate addendum):

- 1) Legal Name: _____
(First) (M.I.) (Last)
Business Address: _____
Business Phone: _____ Business Email: _____
- 2) Legal Name: _____
(First) (M.I.) (Last)
Business Address: _____
Business Phone: _____ Business Email: _____
- 3) Legal Name: _____
(First) (M.I.) (Last)
Business Address: _____
Business Phone: _____ Business Email: _____
- 4) Legal Name: _____
(First) (M.I.) (Last)
Business Address: _____
Business Phone: _____ Business Email: _____



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CERTIFICATIONS BY CONTROLLING PERSON (page 1 of 3)

I, _____ certify to the Department that I have been designated and duly authorized as the controlling person for the applicant/registrant (AMC), and that I have full knowledge of the applicant/registrant's (AMC) responsibilities upon becoming registered and have been officially delegated and do accept the authority to ensure the applicant/registrant's (AMC) compliance with the applicable state statutes and rules and:

- a) I certify that the applicant/registrant (AMC) has a system in place to verify that all Arizona appraisers on its panel have a current and valid license or certificate in good standing issued by the Department of Financial Institutions.
- b) That the applicant/registrant (AMC) has a system in place to review the work of all independent appraisers performing appraisal services for the Appraisal Management Company on a periodic basis to confirm that the Real Property Appraisal Services are being conducted in accordance with Uniform Standards of Professional Appraisal Practice.
- c) That the applicant/registrant (AMC) shall keep a record of each request for appraisal services applicable to Arizona properties as well as the name of the appraiser performing the appraisal service and the fee paid to the appraiser.
- d) That the applicant/registrant (AMC) has a system in place to train those who select individual appraisers for real property services in this state, to ensure that the selectors have appropriate training in placing appraisal assignments.
- e) That the applicant/registrant (AMC) has no unpaid invoices or accounts payable to licensed or certified appraisers for services received that are over 45 days past due at the time of initial registration.
- f) That the applicant/registrant (AMC) has a valid surety bond in the amount of \$20,000 that meets the requirements of A.R.S. § 32-3667.



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AMC CERTIFICATIONS BY CONTROLLING PERSON (page 2 of 3)

Please print name of Controlling Person _____,

If you answer “YES” to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event.

- A. For **CRIMINAL** matters, a **CERTIFIED** copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation Papers; (8) Restoration of civil rights/expungement/dismissal documents.
- B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
- C. For **DISCIPLINARY ACTIONS**, a **CERTIFIED** copy of (1) Notice of hearing and/ or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified Registered/ License/ Certificate History from each state, except Arizona, in which applicant/registrant is licensed/certified at the time of application.
- D. Provide any other documentation that the applicant/registrant believes supports the applicant/registrant's qualifications for registration/licensure/certification.
- E. Any additional documentation that the Department may require. **Note:** If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. **Do not detach or unstaple certified documents. Documents must remain in original order received.**

Please note that if you are completing a renewal application that the following questions are updates from your previous registration or renewal, whichever was later.

YES **NO**

- _____ _____ 1. Has the **AMC** ever had any financial, appraisal, real estate or mortgage lending industry license or certificate issued by this state, or any other state, refused, denied, canceled, revoked or voluntarily surrendered? **If so, provide a copy of the letter or order stating the reasons for the denial.**
- _____ _____ 2. Has the **AMC** ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against it?
- _____ _____ 3. Has the **AMC** ever been or is currently a defendant or respondent in any type of civil or criminal action involving appraisal(s), appraisal services, fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against it?
- _____ _____ 4. Has the **AMC** after July 29, 2010, attempted to do business or held itself out as being entitled to do business as an AMC in this state, without being the holder of a valid, current Arizona certificate authorizing it to do so?



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CERTIFICATIONS BY CONTROLLING PERSON (page 3 of 3)

- _____ 5. Has the **AMC** ever been or is it currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory agency, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality) that **resulted in an adverse judgment** against it?
- _____ 6. Has the **AMC** ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory agency, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality)?
- _____ 7. Has the **AMC** ever used, been known as or called by another name or alias other than the name disclosed on this application?

By signing below I attest that the above certifications are true and correct and I further understand that submitting false or misleading information to the Department may be grounds for disciplinary action.

(Print Name of Controlling Person)

(Print Capacity & Title)

(Signature of Controlling Person)

(Date of Signature)



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CERTIFICATIONS BY OWNER(S)/OFFICER(S)/CONTROLLING PERSON (page 1 of 2)

Submit this form for each Owner/Officer/Controlling Person

Please print name of Owner/Officer/Controlling Person _____,

Fingerprint Clearance Card - See application for instructions on how to apply for a fingerprint clearance card with the [Arizona Department of Public Safety \(AZ DPS\)](#).

DPS application number or valid clearance card number: _____

If you answer "YES" to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event.

- A. For **CRIMINAL** matters, a **CERTIFIED** copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation Papers; (8) Restoration of civil rights/expungement/dismissal documents.
- B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
- C. For **DISCIPLINARY ACTIONS**, a **CERTIFIED** copy of (1) Notice of hearing and/ or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified Registered/ License/ Certificate History from each state, except Arizona, in which applicant/registrant is licensed/certified at the time of application.
- D. Provide any other documentation that the applicant/registrant believes supports the applicant/registrant's qualifications for registration/licensure/certification.
- E. Any additional documentation that the Department may require. **Note:** If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. **Do not detach or unstaple certified documents. Documents must remain in original order received.**

Please note that if you are completing a renewal application that the following questions are **updates from your previous registration or renewal**, whichever was later.

YES **NO**

- _____ _____ 1. Have you ever had any financial, appraisal, real estate or mortgage lending industry license or certificate issued by this state, or any other state, refused, denied, canceled, revoked or voluntarily surrendered? If so, provide a copy of the letter or order stating the reasons for the denial.

- _____ _____ 2. Have you ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense, other than a minor traffic violation (please note DUI's and/or being placed on probation), in this or any other jurisdiction (i.e. locality)? You must answer "YES" even if you received a pardon, the conviction was set aside, the records were expunged, your civil rights were restored; whether or not a sentence was imposed or suspended.



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CERTIFICATIONS BY OWNER(S)/OFFICER(S)/CONTROLLING PERSON (page 2 of 2)

- _____ 3. Have you ever been named as a defendant or respondent in any type of civil or criminal action involving appraisal(s), appraisal services, fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against you?
- _____ 4. Have you, after June 18, 1990, attempted to do business or held yourself out as being entitled to do business as an appraiser in this state, without being the holder of a valid, current Arizona certificate or license authorizing you to do so?
- _____ 5. Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory agency, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality) that **resulted in an adverse judgment** against you?
- _____ 6. Have you ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory agency, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality)?
- _____ 7. Have you ever used, been known as or called by another name or alias other than the name signed to this application? (*Examples: maiden name, prior married names, Jr., III, etc.*)

By signing below I attest that the above certifications are true and correct and I further understand that submitting false or misleading information to the Department may be grounds for disciplinary action.

(Print name of Owner/Officer/Controlling Person)

(Print Title of Owner/Officer/Controlling Person)

(Signature of Owner/Officer/Controlling Person)

(Date of Signature)



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Please list the location of other branch offices operating under the same registered name at which the Appraisal Management Company will conduct business in this state.

- 1) Business Address: _____
City: _____ Zip: _____

- 2) Business Address: _____
City: _____ Zip: _____

- 3) Business Address: _____
City: _____ Zip: _____

- 4) Business Address: _____
City: _____ Zip: _____

- 5) Business Address: _____
City: _____ Zip: _____

- 6) Business Address: _____
City: _____ Zip: _____



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IRREVOCABLE CONSENT TO SERVICE OF PROCESS

(Must designate an agent in Arizona for consent to service of process)

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against the Appraisal Management Company in a court of this state arising out of its activities as a state registered Appraisal Management Company, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

(Print Name of Agent for Service of Process – Must be in Arizona)

(Print Mailing Address of Agent for Service of Process)

(Print Business Address of Agent for Service of Process)

(Agent's Email Address)

(Agent's Phone #)

(Agent's Fax #)

(Signature of Controlling Person)

(Date of Signature)



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PAGES 13 AND 14 ARE TO BE COMPLETED BY INITIAL APPLICANTS ONLY.

NATIONAL REGISTRY REPORT DETERMINATION QUESTIONS: CHECK YOUR AMC TYPE

Appraisal Management Company (“AMC”) as defined by Arizona Revised Statutes §32-3661(2)(a) means a corporation, partnership, sole proprietorship, subsidiary or other business entity that: Administers an appraiser panel of at least sixteen state-licensed or state-certified appraisers in one state who are independent contractors or at least twenty-five state-licensed or state-certified appraisers in at least two states who perform real property appraisal services in this state for clients.

Please select how your AMC qualifies under this law:

- Has 16 or more panel members in Arizona (Single State/AZ) –OR–
- Has 25 or more panel members in two or more states (Multi State/Non-AZ).
- Operates as a subsidiary owned and controlled by a financial institution and regulated by a Federal financial institution regulatory agency.**

FEE CALCULATION FOR THIS REPORTING PERIOD

Number of Arizona appraisers in the AMC panel who completed an appraisal for a covered transaction during this reporting period (previous calendar year) _____ X \$25.00 = Total AMC National Registry Fee of \$ _____

AFFIRMATION BY WRITTEN DECLARATION

I understand that my signature on this written declaration has the same legal effect as an oath or affirmation; and that any falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the registration.

This AMC has reviewed the report and all the information contained on this form is true and correct and certify that we are empowered to execute this application as authorized by §§ **A.R.S. 32-3605** and A.R.S. 32-3607.

This AMC affirms that the appraisers on the AMC’s appraiser panel hold valid State certifications or licenses, as applicable.

This AMC has established and complies with processes and controls reasonably designed to ensure that, in engaging an appraiser, selects an appraiser who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the appraisal assignment for the particular market and property type.

This AMC affirms that it directs the appraiser to perform the assignment in accordance with USPAP.

This AMC has established and complies with processes and controls reasonably designed to ensure that the AMC conducts its appraisal management services in accordance with the requirements of section 129E (a) through (i) of the Truth in Lending Act, 15 U.S.C. 1639e(a) through (i), and regulations thereunder.

This AMC is competent and qualified to engage in appraisal management services with safety to the general public and those with whom the person may undertake a relationship of trust and confidence.

This AMC will comply with USPAP and that we understand the types of misconduct for which disciplinary proceedings may be initiated.



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This AMC has no owner(s), in whole or part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State for substantive cause, as determined by the State, and the credential has not been reinstated.

This AMC has no person(s) with 10 percent or more ownership who has been convicted of, or entered a plea of nolo contendere to, a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or any crime involving fraud, misrepresentation, or moral turpitude

(Print name of Authorized Representative)

(Print Title of Authorized Representative)

(Signature of Authorized Representative)

(Date of Signature)

Arizona Department of Insurance and Financial Institutions

100 N. 15th Avenue, Suite 261 Phoenix, AZ 85007



SURETY BOND FORM

NMLS ID: _____

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS, That we,

_____, as Principal, and _____, a Corporation, qualified and authorized to do business in the State of Arizona as Surety, are held and firmly bound unto the State of Arizona for the use and benefit of any injured person, in the sum of \$_____, lawful money of the United States of America, to be paid to any person injured by the wrongful act, default, fraud or misrepresentation of the licensee or his employees and to the State of Arizona for the benefit of the person injured, for which payment well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the above named Principal has made application to the Department of Insurance and Financial Institutions of the State of Arizona for license as a/an:

MUST CHECK ONE LICENSE TYPE ONLY

- Appraisal Management Company within the meaning of Title 32, Chapter 36, Article 5, Arizona Revised Statutes
- Collection Agency within the meaning of Title 32, Chapter 9, Arizona Revised Statutes
- Commercial Mortgage Banker within the meaning of Title 6, Chapter 9, Article 3, Arizona Revised Statutes
- Commercial Mortgage Broker within the meaning of Title 6, Chapter 9, Article 1, Arizona Revised Statutes
- Debt Management within the meaning of Title 6, Chapter 6, Article 1, Arizona Revised Statutes
- Escrow Agent within the meaning of Title 6, Chapter 7, Arizona Revised Statutes
- Money Transmitter within the meaning of Title 6, Chapter 12, Article 1, Arizona Revised Statutes
- Mortgage Banker within the meaning of Title 6, Chapter 9, Article 2, Arizona Revised Statutes
- Mortgage Broker within the meaning of Title 6, Chapter 9, Article 1, Arizona Revised Statutes

and is required by the provisions of such statutes to furnish a bond in the sum named above, conditioned as herein set forth:

NOW, therefore, if the Principal shall strictly, honestly and faithfully comply with the provisions of Title, Chapter and Article of the Arizona Revised Statutes (as checked above), and shall pay all damages suffered by any person injured by the wrongful act, default, fraud or misrepresentation of the licensee or his employees, or both, growing out of any transaction governed by the provisions of such statutes, then this obligation shall be void; otherwise to remain in full force and effect.

This bond shall become effective on _____, and shall remain in force until the Surety is released from liability by the Department of Insurance and Financial Institutions, or until this bond is canceled by the Surety. The Surety may cancel this bond and be relieved of further liability hereunder by giving thirty days written notice to the Principal and to the Department of Insurance and Financial Institutions of the State of Arizona.

This bond shall be one continuing obligation, and the liability of the Surety for the aggregate of any and all claims which may arise hereunder shall in no event exceed the amount of the penalty hereof.

IN WITNESS WHEREOF, the seal and signature of the Principal hereto is affixed, and the corporate seal and the name of the Surety hereto is affixed and attested by its duly authorized officers.

_____ this (date) _____

Surety Company Name

Print or Type Name of Principal Officer

Signature of Principal Officer Above

Print or Type Name of Surety Company Agent

Name of Producer (must be licensed in Arizona)

Signature of Surety Company Agent Above

NPN