



## Motor Vehicle Dealer Supplement Renewal Instructions

License Renewal Period 07/01/2011 to 06/30/2012

### **Time Sensitive Read Carefully and Make Note This information affects the accurate and timely renewing of your license.**

**Time Sensitive:** The Renewal Package and required renewal fee must be received by the Department on or before March 31, 2012.

**Renewal Fees:** License renewal fee of \$150.00 for the principal. There is no renewal fee for each branch you wish to renew.

**Late Fee:** The completed renewal package, renewal fee and all applicable renewal documents must be received by the Department on or before March 31, 2012. License renewal packages not received by March 31, 2012 will be assessed a late fee of \$25.00 per day beginning April 1, 2012 until the Department receives the renewal package, renewal fee and applicable renewal documents. If the Department does not receive your renewal package, renewal fee and renewal documents by April 30, 2012, your license expires.

**Renewal Contact:** Your company President or authorized licensing contact person will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the the renewal is progressing, they will need to contact either of the individuals above for any status updates.

**Email:** It is required that the Department have a reliable email address, so we are able to contact you regarding future Department alerts, etc.

If you made any changes to your license since the last renewal (Address Change; Active Manager Change; Responsible Individual Change; Name Change – including changing or adding a DBA/Trade name; Officer Change – including adding and/or deleting officers; Branch Manager Change; or Ownership Change), then you must submit a Non-Mortgage Industry License Change Application along with all applicable documents and fees to AzDFI before submitting your renewal package with renewal fees. The Non-Mortgage Industry License Change Application and Instructions can be found by clicking here.

[http://azdfi.gov/Licensing/Change\\_License.htm](http://azdfi.gov/Licensing/Change_License.htm)