



**Escrow Agent Supplement Renewal Instructions**

Renewal Year 10/1 through 9/30

**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 your renewal date. You must be current on your financial reports with AZDFI.

**Renewal Fees:** License renewal fee of \$1,000.00 for the principal office plus \$250.00 for each branch office must accompany the renewal package.

If your renewal application and renewal fee have not been received by AzDFI on or before September 30, your license will be automatically suspended. If your renewal application, renewal fee plus late fee are not received by AzDFI on or before October 31, your license will expire. If your license expires, you will have to apply for a new Escrow Agent license in order to transact business in Arizona as an Escrow Agent.

**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 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.

[License Change Application](#)   [License Change Instructions](#)