



## ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Felecia A. Rotellini  
Superintendent of Financial Institutions

Janice K. Brewer  
Governor

To: All Licensed Arizona Mortgage Brokers, Mortgage Bankers and Commercial Mortgage Bankers

Date: August 19, 2009

Re: Mortgage Broker, Mortgage Banker and Commercial Mortgage Banker Renewal

As a reminder, all mortgage broker, mortgage banker, and commercial mortgage banker renewals must be submitted through the Nationwide Mortgage Licensing System ("NMLS"). If a mortgage broker or commercial mortgage banker wishes to become inactive, you will still have to renew and stipulate such on the renewal checklist. The renewal period is for January 1, 2010 through December 31, 2010. Only those licensees that are in an "Approved" status by October 31, 2009 may renew their license or request to place your license in an inactive status. **NOTE:** Only mortgage brokers and commercial mortgage bankers may request to place their license in an inactive status.

**MORTGAGE BROKERS and COMMERCIAL MORTGAGE BANKERS:** To be eligible to renew your license or place your license in an inactive status, the responsible individual must complete 12 units of continuing education on or before December 31, 2009. Please go to [www.azdfi.gov](http://www.azdfi.gov) and click on "NMLS and Loan Originator Information" and then click on link for Responsible Individual and Loan Originator Education Requirements for the Mortgage Broker and Banker Responsible Individual.

If your license status does not show as "Approved" after October 2, 2009, please e-mail Joanne Landry at [jlandry@azdfi.gov](mailto:jlandry@azdfi.gov) and provide your company name, NMLS ID number and your license type. Your license status should read "Active" by October 31, 2009

Sincerely,  
*Richard Fergus*  
Richard Fergus  
Licensing Division Manager