



ESCROW AGENT SUPPLEMENT LICENSE APPLICATION

Application is hereby made for a license to engage in the business under the laws of the State of Arizona relating to the establishment and operation of Escrow Agents, Arizona Revised Statutes (A.R.S.) Title 6, Chapter 7, Section 6-801 to 6-846.04 and Arizona Administrative Code (A.A.C.) Title 20, Chapter 4, Article 7, Section R20-4-701 to R20-4-708.

1. Applicant Information

Company Name:

2. Title insurance underwriter(s): (List additional underwriters on a separate sheet)

Name:

Address:

Table with 5 columns: City, State, Zip, Phone, Fax

Name:

Address:

Table with 5 columns: City, State, Zip, Phone, Fax

3. "Real Property Escrow Agent" = Escrow Agent that's also a title insurer or title insurance agent licensed under Title 20 and any wholly-owned subsidiary of the real property escrow agent that is a licensed escrow agent but is not a title insurer or title insurance agent licensed under Title 20.

Check the category that describes applicants business. Real Property Escrow Agent (must attach rate filing forms) Other

5. Certification by Licensing Agency/Supervisory Board form: (Use additional sheet if necessary)

List the State(s) this form was mailed to: Date this form was mailed:

6. Surety Bond Requirements

Click here for the Bond Requirements
Click here for the Escrow Agent Bond Form

C. At the time of filing an application for a license and at all times while holding the license, the applicant shall deposit and maintain with the superintendent a corporate surety bond in the amount of one hundred thousand dollars payable to any person injured by the failure of the licensee to comply with the requirements of this chapter or for the wrongful act, default, fraud or misrepresentation of the licensee or his employees and to this state for the benefit of the person injured and executed by a surety company qualified to do business in this state.

7. Escrow Agent Industry Experience Questionnaire

Click here for the Escrow Agent Industry Experience Questionnaire Form

Please complete the Escrow Agent Industry Experience Questionnaire and attach with your supplement application.

8. Applicant MUST attach a statement of the general business plan and character of the business operations.

Empty box for business plan statement



9. Affidavit

- (a) I have read and understand the items and instructions on this form;
- (b) My answers (including attachments) are true and complete to the best of my knowledge;
- (c) I understand that I am subject to administrative, civil or criminal penalties if I give false or misleading answers;
- (d) I authorize all my current and former *employers*, law enforcement agencies, and any other *person(s)* to furnish to any *jurisdiction*, or any agent(s) acting on its behalf, any information they have, including without limitation my creditworthiness, character, ability, business activities, educational background, general reputation, history of my employment and, in the case of former *employers*, complete reasons
- (e) I have read and understand applicable federal and state law, and will be in compliance at all times;
- (f) I promise to keep the information contained in this form current and to file accurate supplementary information on a timely basis;
- (g) I understand that this form has to be signed by one of the owners or officers that has submitted their personal paperwork to the Arizona Department of Financial Institutions.

Signature of Individual \_\_\_\_\_

Printed Name \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_



## Escrow Agent Supplement License Application Check List

- One check for the \$1,500 non-refundable application fee.
- Provide a business plan that includes the following information; a) Executive Summary; b) Company Description; c) Organization & Management; d) Service or Product Line; e) Marketing & Sales; f) Financial Projections.
- Original Surety Bond set at \$100,000 (signed and notarized by surety and applicant)
- Original current CPA bound audited financial statement for applicant (whether a newly created entity or an already existing entity and a current balance sheet (if audited financials are more than 6 months old)

### IF APPLICABLE:

Escrow Rates – Real Property Escrow Agents

### DID YOU REMEMBER TO:

Send out Escrow Agent Certification by Licensing Agency or Supervisory Board form for licenses held in other state and include a self addressed stamped envelope addressed to this agency (2910 N. 44th Street, Suite 310, Phoenix, Arizona 85018).

### \*\* [Click here for the Escrow Agent License Verification](#)

Did all control persons complete the Escrow Agent Industry Experience Questionnaire?

Answer ALL blanks, questions or statements AND if not applicable use "NONE" or "N/A"?

Legibly print or type all information on all documents?

Staple each individual set of forms together?

Properly label attachments to correspond with the applicable document and document inquiry?

Sign all documents where applicable?

Make copies of the completed Application packet and Supplement License Application for your records?

Include all documents required before submitting Application and Supplement License Application packet?

Enclose payment for the appropriate application fee for your license type (make checks payable to AZDFI)?