

CHECKLIST FOR LICENSE RENEWAL FORM

THIS RENEWAL CAN BE SUBMITTED ONLINE. Go to Online Services at www.azre.gov

CAREFULLY READ ALL INSTRUCTIONS BEFORE COMPLETING YOUR APPLICATION.
THE FOLLOWING COMPLETED DOCUMENTATION IS REQUIRED.
INCOMPLETE APPLICATIONS WILL BE RETURNED.

❖ RENEWAL APPLICATION

If not completed online, must be original signatures by both the licensee and designated broker (if active).

❖ LICENSE RENEWAL QUESTIONNAIRE

If not completed online, must be original signature by licensee.

→ If you answer “**YES**” to any question and **have not** previously provided **ALL** required information and documents, you must include **ALL** required documentation as stated on Document Checklist Form.

Place the information in the order listed on the DOCUMENT CHECKLIST Form and make a copy for your records. **DO NOT UNSTAPLE** certified documents or the documents will need to be replaced.

→ If you answered “**Yes**” to any question and **have previously** provided ALL required information and documents, **please include a statement stating this information was previously disclosed.**

Your application is **NOT** complete until the Department receives all required documents and information.

❖ CONTINUING EDUCATION

1. NOT required to renew an employing broker's (entity) license, or any cemetery or membership camping salesperson or broker's license.
2. A salesperson renewing for the first time may use Intro to Contract Writing (Boot camp) course for renewal if it was taken within one year before the salesperson's original license date.
3. Fair Housing Substitute – See Policy Statement #2005.14. Please e-mail the Department your course substitution for approval.

A minimum of three (3) hours in each of six (6) mandatory categories is required during each twenty-four month period of licensure:

Agency Law

Contract Law

Commissioner's Standards

Disclosure

Fair Housing

Real Estate Legal Issues

Designated Brokers/Self Employed Brokers are required to have a Broker Management Clinic in each twenty-four month period of licensure in order to renew. The Broker Management Clinic may be used as the Commissioner's Standards category. The balance of credit hours can be in any of the six (6) mandatory categories or in the General Real Estate Category.

Please refer to the Continuing Education Information Sheet for more details.

- ❖ Designated/Self Employed Brokers – If your license is active-status as a designated/self-employed broker, complete the “Broker Supervision and Control Audit Declaration” form. You may download this form from the Department's website:

www.azre.gov →Forms → Auditing forms →Broker Supervision and Control Audit Declaration.

CHECKLIST FOR LICENSE RENEWAL (Continued)

❖ Fees:

- Salesperson - \$120.00 (In-Office or Mailed) \$80.00 (Online)
- Broker Renewal - \$240.00 (In-Office or Mailed) \$160.00 (Online)
- Entity Renewal – Branch office - \$80.00 per branch (No fee for main office)

Payment of a fee twice for the same transaction does not constitute the “good cause” required for the Department to issue a refund.

LATE RENEWAL:

If filing after your license expiration date, **YOUR LICENSE HAS EXPIRED. YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires licensure until you are again licensed on active status. If you are renewing within one year after your license expiration the following additional fees and forms are required:

- ❖ Salesperson’s license, an additional \$80 after expiration.
- ❖ Associate or designated broker, an additional \$160 after expiration.
- ❖ Unlawful License Activity Statement Form.
- ❖ Salesperson/Associate Broker Change Form (no fee).

If your license expired more than one year ago you must apply again as if applying for an original license. See A.R.S. § 32-2131(g)

If the Employing Broker or Designated Broker’s license has expired with **NO** unlawful license activity, provide the following documents and information in addition to what is identified above for Late Renewal:

- ❖ Employing Broker Change Form
- ❖ Certificate of Good Standing from the Arizona Corporation Commission (Entities only)
- ❖ Completed New Company Resolution
- ❖ Updated list of officers, directors, members/managers, partners and shareholders who hold 10% or more interest in and their title and address.
- ❖ Completion of Salesperson/Associate Broker Change Form for each licensed employee to be employed by the employing broker (no fee).

****** VERY IMPORTANT NOTES ******

- ❖ **Proof of Legal Presence must be provided prior to renewing. This is a one-time-only requirement. For further information please refer to the Department’s website (www.azre.gov).**
- ❖ Paper renewals may take several weeks to process.
- ❖ If you are eligible to RENEW ONLINE, please do so.
- ❖ Review the Instructions and Checklist for this application before submitting filing.
- ❖ Make a COPY of this application for your records BEFORE you file.
- ❖ DO NOT file the instruction page or submit via fax or email.
- ❖ Sign documents where noted and submit with original signatures.
- ❖ Attach ALL supporting documentation with the filing.
- ❖ Include ALL APPLICABLE FEES before submitting to the Department.

Save time - take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee *before* you submit to the Department. The Department will return an incomplete application to you *unprocessed* and, although you will have an opportunity to complete the application, the date it is completed determines the effective date of any license issued. This may have unexpected consequences for you including, without limitation: expiration of your license and a lapse in licensure; payment of late fees; and/or unlawful license activity. If applying in your grace year, an incomplete application may result in you being unable to renew and being required to apply as an original applicant, including passing the state license examination.

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or by email at forms@azre.gov

Continuing Education Information Sheet

To apply for license renewal, a real estate salesperson or broker must demonstrate attendance (or completion of online course) at approved real estate continuing education (CE) courses. The Department allows a **maximum of 9 hours credit per day for CE renewal credit!** CE is NOT required to renew an employing broker's (entity) license, or any cemetery or membership camping salesperson or broker's license.

Original licenses are issued for a two (2) year period, and renewals are for a four (4) year period. A salesperson or broker must submit 24 credit hours of continuing education (CE) EVERY 24 MONTHS. This means the original license period (2 years) is one CE period, and the four year license is divided into two CE periods of 24 months each. Whether you have a 2 year or a 4 year license you must enter 24 CE credits every 24 months, and each of these 24 month timeframes is a CE period. Each CE period requires a minimum of three (3) hours in each of six (6) mandatory categories. The mandatory categories are:

Agency Law

Contract Law

Commissioner's Standards

Disclosure

Fair Housing

Real Estate Legal Issues

Additional credit hours, to bring the total to 24, may be in the mandatory or General Real Estate categories.

Remember, the courses must be taken within the CE period (including grace year if you're renewing late).

Example: Original License date 3/15/2005, CE classes can be taken 3/15/2005 through 3/31/2007 (or through 3/31/2008 if renewing by end of grace year). If renewal is filed 3/15/2007, you may begin taking classes toward your 2011 renewal 4/1/2007 and later, within the new license period. Likewise, if you complete the 24 hours of CE during the first 24 months of your 4 year renewal you cannot apply CE credits to the second 24 month CE period until that period begins.

To claim a substitute for the Fair Housing course, refer to Substantive Policy Statement No. 2005.14, contained in the ADRE Law Book and on the ADRE webpage.

*Designated Brokers must take the Broker Management Clinic during each twenty-four month period of licensure. It is approved in the Commissioner's Standards category.

LICENSEE'S MUST ENTER CONTINUING EDUCATION CREDITS UNDER THE "MANAGE MY CONTINUING EDUCATION" SECTION OF THE ONLINE LICENSE SYSTEM PRIOR TO RENEWING.

The required information appears on the certificate(s) issued to you by the real estate school you attended.



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

2910 N. 44th St, Ste 140 Phoenix, AZ 85018 (602) 771-7700
400 W. Congress St, Ste 523 Tucson, AZ 85701 (520) 628-6940

For Department Use Only
Effective Date:
Expiration Date:
BMC: BAD
CE: BB Spec:
No. of Branches: ACC
Date Entered:
By: TF1 TF2

You can do more than renew online! Go to Online Services at www.azre.gov

Review instructions and checklist before filing this form.

Do not submit via fax or email

LICENSE RENEWAL FORM

PLEASE PRINT

Applicant/Entity Legal Name
License No License Exp. MO/YR:
Bus. phone #: Fax # (optional): Email Address:

Residential address on file is current -- required. (View online).

Renewing: Active Status Inactive Status. If Active-status, complete the following:

If Applicant is not Employing Broker, Employing Broker's Legal Name or DBA Name:

Entity's Name:

Applicant's Business Address:

City, State, Zip:

By my signature below, I attest to the following:

- I have entered my continuing education courses online (real estate licensees only).
I have included the correct renewal fee(s) (no fee for entity licensed as employing broker).
I have answered all questions on the License Renewal Questionnaire and if I have answered yes to any question on the Questionnaire I have attached all required documentation.
If filed after expiration date, I have attached an Unlawful License Activity Statement.
I have made a copy of this application for my records.
I have completed and attached the Broker Self Audit Declaration (Designated/Self Employed Brokers only).
I have provided proof of legal presence in this state (now or at some time in the past).

X Applicant's Original Signature Date:
X Designated Broker's Original Signature (Required if applicant's license is active status) Date:

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ARIZONA DEPARTMENT OF REAL ESTATE
RENEW ONLINE! Go to Online Services at www.azre.gov

LICENSE RENEWAL QUESTIONNAIRE
A.R.S. §32-2130, 32-2131 and A.A.C. R4-28-301 AND R4-28-303
Please answer all questions and sign where indicated. Incomplete applications will be returned.
SINCE ORIGINAL LICENSURE OR MOST RECENT LICENSE RENEWAL.

1.	Have you had a professional or occupational license or registration of any kind denied, suspended, restricted or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you had an administrative order or any other disciplinary action taken against any license issued to you by any local, state, or federal regulatory agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you entered into any consent decree, or had an injunction (either temporary or permanent), a suspension, an order, or a judgment issued which prohibited or restricted you from engaging in any profession or occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you had any judgment or order entered against you by any court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you had any judgment or order entered against you by any court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals or membership campgrounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you had any <u>Subdivision Public Report</u> or <u>Registration to Sell</u> real estate, timeshares, cemetery lots, or campground memberships denied or suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Has any real estate recovery fund, or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are there any disciplinary hearings, or other administrative actions pending against ANY professional or occupational licenses you hold in Arizona or in any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you held or do you hold ownership interest of ten percent or more or exercise control in any business, corporation, partnership, or limited liability company that would have to answer "Yes" to questions #1 through #9? <u>If your answer is "Yes" to question #10, list on a separate page all of these business and your affiliation with each of them, and identify which question(s) would require a "Yes" answer.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Have you been convicted or entered into a plea agreement or a plea of <i>nolo contendere</i> (no contest) to any felony in Arizona or any other state whether or not the plea or verdict was set aside; judgment or sentencing was deferred; the conviction was dismissed or expunged; or, you have been pardoned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Have you been convicted or entered into a plea agreement or a plea of <i>nolo contendere</i> (no contest) to any misdemeanor in Arizona or any other state whether or not the plea or verdict was set aside; judgment or sentencing was deferred; the conviction was dismissed or expunged; or, you have been pardoned? <u>NOTE: Driving under the Influence and Reckless Driving are misdemeanors that must be reported. You are not required to report minor traffic citations, which do not constitute a misdemeanor or felony offense.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Are you currently in a deferred period or a diversion program, or convicted of a <u>Class 6 undesignated offense</u> , which has not yet been designated as a felony or misdemeanor to date of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are you currently incarcerated, paroled, or on probation because of any conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any question #1 through #14:

1.	Have you previously disclosed the incident in writing to the department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Approximate date and type of the disclosure?	
3.	If you have not previously disclosed the incident(s) in writing, refer to the DOCUMENT CHECKLIST (Form LI-400) for a list of the documents you are required to submit to the Department to complete your application for renewal.	
4.	If you are unsure whether you disclosed the incident(s) to the department, you should ask to inspect your licensing file.	

CERTIFICATION OF ANSWERS

I certify, under penalty of perjury under the laws of the State of Arizona, that the foregoing answers and statements given in this application and any statement that I have attached are true and correct. I certify that at the time of the issuance of license I will be 18 years of age or older. I certify that, if licensed, I will not violate any provisions of the Real Estate Law nor abuse the privileges of a license.

Printed Name of Applicant	Original Signature of Applicant	Date
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Upon approval of the application, the ADRE licensing records will be updated. Licensees and their brokers can print license certificates from the Public Database on the ADRE webpage, www.azre.gov. Check your license status ONLINE at any time by logging on to www.azre.gov and choosing Online Services.

DISCLOSURE DOCUMENT CHECKLIST

Applicant Name: _____ Date filed: _____

The following highlighted items were missing from your license application. Please provide the following documentation related to your disclosure in the order listed, and return this original checklist with your application.

- _____ Proof of Legal Presence Documentation
- _____ All three **original** Prometric (blue) examination score reports.
- _____ **Original** Education Certification and any attachments from the school.
- _____ Contract Writing certificate OR for a broker, a copy of the Broker Management Clinic.
- _____ **Original** Questions & Certification of Answers (questionnaire).
- _____ Completed renewal form if renewing (Must be signed by employing broker if license is active).
- _____ Detailed statement; signed and dated, details of conviction, conviction date, judgment, include location of court, time served, fine amount, required classes, probation time and termination of probation (if applicable). If more than one conviction, provide a detailed statement for each incident.
- _____ Three letters of reference from individuals, who have known you for at least one year, are at least 18 years of age, and are not related to you by blood or marriage. The letters must be signed and dated within the past 90 days and must include the printed/typed name, contact information and the telephone number of the signer.
- _____ Ten year work history (resume style); Employer's name, address, phone number, supervisor's name, job title and responsibilities. Include any periods of unemployment.

DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS IT NULLIFIES THE CERTIFICATION
If records are no longer available, obtain written statement to that effect from that agency or court.

Criminal Offenses: If more than one incident, include certified copies for each

- _____ **Certified** copy (stamp or seal) of the Police Report with the officer's narrative (from arresting agency).
- _____ **Certified** copy (stamp or seal) of the Court documents to include all of the following that apply:
 - _____ Complaint and or Indictment
 - _____ Plea agreement
 - _____ Judgment
 - _____ Order of dismissals and/or Order(s) of Probation dismissal or restoration of rights.
 - _____ Completed fingerprint card (\$29 processing fee payable to ADRE). This is in addition to the fee paid to have your prints taken.
 - _____ Presentence report
 - _____ Sentencing documents

Denial, Restriction or Disciplinary Action against a Professional License, include certified copies for each:

- _____ Notice of Hearing and Complaint
- _____ Findings of Fact and Conclusions of Law
- _____ Consent or Settlement Agreement
- _____ A current license history from each state in which you currently hold a professional or occupational license.
- _____ Your answer to the charge(s)
- _____ Final Order or Administrative Ruling

Civil Judgments, including any Recovery Fund Payment, include certified copies for each:

- _____ Complaint and/or Amended Complaint
- _____ Satisfaction of Judgment
- _____ Judgment

Comments: _____

Reviewed by: _____ Date: _____

INSTRUCTIONS AND CHECKLIST FOR UNLAWFUL LICENSE ACTIVITY STATEMENT FORM

DO NOT SUBMIT APPLICATIONS BY FAX OR E-MAIL

Under A.A.C. R4-28-306, Unlawful License Activity means:

- The performance of acts requiring a license under A.R.S. § 32-2122 by a person who does not hold a current and active license;
- The performance of acts requiring a license by a person on behalf of a broker other than the person's employing broker; or
- A broker's employment of a person as a salesperson or broker if the person does not hold a current and active license issued to the person under that employment.

Submit the following:

1. A completed and signed Unlawful License Activity Statement Form.
2. A written, signed explanation of why the unlawful license activity occurred, identifying all unlawful license activity that the person performed, and acknowledging that no additional activities requiring a license shall be conducted unless and until the person's license is current and returned to active status.
3. A written and signed statement from the employing broker's designated broker identifying all unlawful license activity conducted on behalf of the employing broker license.
4. Under R4-28-306 the Department may require additional information and documents.

If you have a current license, you may submit a change of license status. If your license has expired the Department will not process a change of status until you have renewed your license and resolved any unlawful license activity or other violations.

Refer to A.A.C. R4-28-303 and R4-28-306

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STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

2910 N 44th St, Ste 140
Phoenix, AZ 85018
(602) 771-7700

400 W Congress, Ste 523
Tucson, AZ 85701
(520) 628-6940

You can do more than renew online! Go to Online Services at www.azre.gov

UNLAWFUL LICENSE ACTIVITY STATEMENT FORM

Refer to the **Checklist and Instructions** to determine if you must file this form and for required documentation.

PLEASE COMPLETE THE FOLLOWING INFORMATION - TYPE OR PRINT LEGIBLY

Applicant/Entity Legal Name	
Applicant/Entity License Number	Exp. Date (mo/yr)
Applicant/Entity Address <input type="checkbox"/> Business <input type="checkbox"/> Residence Street Address (include Apt or Suite) _____ City, State, Zip Code _____	
If Applicant is Not Employing Broker, Employing Broker's (Entity) Legal Name:	
Employing Broker's (Entity) License Number	Exp. Date (mo/yr)
Name of Designated Broker (if different than applicant)	

1. Designated Brokers Only: Did one or more employees perform activities requiring a license when the person or persons did not hold a current license issued to the employing broker (entity) OR while the employing broker's license was expired or inactive status? (If you are not a Designated Broker, answer "No") Yes No
2. Did you or the employing broker (entity) conduct any activities requiring a license after either license **expired**? (If your license was not expired, answer "No"). Yes No
3. Did you or the employing broker (entity) conduct any activities requiring a license while either license was on **inactive** status? (If your license was not inactive, answer "No"). Yes No
4. Did your activity or the activity of employees on behalf of the employing broker (entity) result in any offers or contracts to sell, lease, list or manage real estate, cemetery property or membership camping contracts?
 Yes No

I declare that the information that I have provided is completed, true and correct.

X _____
Signature of Applicant

Date

If you must truthfully answer "yes" to any of these questions, follow the instructions for this form concerning your detailed written and signed statement.

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