

# Arizona Department of Real Estate

## SALESPERSON OR ASSOCIATE BROKER CHANGE FORM

NEW HIRE, ORIGINAL HIRE, OR REHIRE / TRANSFER / SEVER / ADD, REMOVE, OR CHANGE BRANCH MANAGER

Not for Designated Brokers or Sole Proprietors

**DO NOT FAX OR SCAN THIS DOCUMENT UNLESS INSTRUCTED BY AN AZRE CUSTOMER SERVICE REPRESENTATIVE.**

**PROVISIONAL LICENSEE'S OR AGENTS WITH DEPARTMENTAL MATTER** - Agents with a provisional license or a departmental matter, who cannot use the online system to process changes to their personal license online, must submit a completed form with original signatures and correct fee. Provisional agents moving from one entity to another may need a practice monitor letter from the new Designated Broker. (NOTE: Some provisional licensee's may need an approval signature from Enforcement and Compliance before submitting this document to Licensing for processing.) Call (602) 771-7700 for a customer service representative for further review into your provisional license record.

**LATE RENEWAL AGENTS** – If you passed your expiration date, you will have to rehire or reactivate your license to become an active status agent. (Your license may reflect your status as active for approximately 15 days after date expiration and is considered expired, inactive, and not legal to work.)

**IN OFFICE FEES** - Fees may change without notice. Visit our website at [www.azre.gov](http://www.azre.gov) and view the updated fee schedule. Or, process HIRES, TRANSFERS, or SEVER requests online for a reduced fee. Branch Managers changes cannot be processed online.

- **NEW HIRE, OR REHIRE - \$10.00 IN OFFICE FEE** - To change status from inactive to active.
- **TRANSFER - \$10.00 IN OFFICE FEE** – To transfer from the main office to a branch office within the same entity or from a branch office to the main office within the same entity. TRANSFERS CANNOT BE PROCESSED FROM ONE ENTITY TO ANOTHER ENTITY.
- **SEVER - \$10.00 IN OFFICE FEE** - To place your active license to inactive status.
- **BRANCH MANAGER STATUS OR AUTHORITY ADD \$10.00, REMOVE \$10.00, IN OFFICE FEE** – Every branch office must have a branch manager in place to operate as a branch office. Designated Broker cannot function as a branch manager.

### HOW TO COMPLETE FORM

#### **SALESPERSONS AND ASSOCIATE BROKERS NEW, ORIGINAL HIRE, OR REHIRE**

- Agent completes Section 1 with Salesperson or Associate Broker Information, sign and date.
- DB completes Section 2. Information must reflect the office in which the agent is being hired to. Original signature required.

#### **TRANSFERS**

- To transfer from the main office to a branch office within the same entity or from a branch office to the main office within the same entity. TRANSFERS CANNOT BE PROCESSED FROM ONE ENTITY TO ANOTHER ENTITY.
- Salesperson completes Section 1 with Salesperson information. Form does not need an agent signature to process request.
- DB completes Section 2. Information must reflect the office in which the agent is being TRANSFERRED to.

#### **SEVERS**

- DB or agent completes Section 1 with agent information.
- DB completes Section 3 to sever licensee as a salesperson.

**SALESPERSON BECOMING AN ASSOCIATE BROKER** - To change from a Salesperson to an Associate Broker your current license must be placed inactive before AZRE can issue a broker license.

- DB completes Section 3 to sever licensee as a salesperson. Form does not need an agent signature to process request.
- If agent is returning to the same entity or office as an associate broker, DB must complete Section 2 with Employer Information. Information must reflect the office in which the agent is being re-hired to or hired to. Original signature required.

#### **BRANCH MANAGER STATUS AGENTS**

- Agent completes Section 1 with Salesperson or Associate Broker Information. Form does not need an agent signature to process request.
- DB completes Section 2. Information must reflect the office in which the agent is being hired to. Original signature required.
- DB must submit a list of duties stating the Salesperson has Limited authority or if an Associate Broker has Limited or Full authority.

**ACTING DESIGNATED BROKERS** - Must submit letter signed by the current DB during his/her absence stating who is acting on DB's behalf and that the acting broker can sign all appropriate documentation. Designated broker absence letter is only valid for vacations and temporary absence from the office not to exceed 30 consecutive days. PURSUANT TO A.R.S. § 32-2127(D) ATTACH A COPY OF THE DESIGNATION LETTER, IF YOU ARE SIGNING AS THE BROKER'S DESIGNEE.

**INFORMATIONAL NOTICE** - INCOMPLETE OR PARTIALLY COMPLETE DOCUMENTS OR FAXED DOCUMENTS WILL NOT BE ACCEPTED BY AZRE. If the Department receives an incomplete application, AZRE will return the application unprocessed. Fees will not be waived for agents who are not able to use the online system due to pending disciplinary actions, provisional license, and or any other departmental issue that inhibits the use of the online system. The completion date will be determined by the effective date of the original license or renewal 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, unlawful license activity, and if in your grace year, being unable to renew and applying as an original applicant, including passing the state license examination.

Persons with disabilities who need this document in an alternate format should contact The Operations Office at 602-771-7760 or by email at [forms@azre.gov](mailto:forms@azre.gov).



# ARIZONA DEPARTMENT OF REAL ESTATE

www.azre.gov

PHOENIX OFFICE  
2910 N 44<sup>TH</sup> STREET STE-140  
PHOENIX AZ 85018  
602-771-7700

TUCSON OFFICE  
400 W CONGRESS STE-523  
TUCSON AZ 85701  
520-628-6940

## SALESPERSON / ASSOCIATE BROKER/ BRANCH MANAGER CHANGE FORM

Do you have a Provisional License or Departmental Matter? <input type="checkbox"/> No <input type="checkbox"/> Yes – See instructions for further submittal information.			
AZRE USE ONLY	E & C APPROVAL	DATE	ORDER

### Section 1 – Salesperson or Associate Broker Information

Print Licensee Name \_\_\_\_\_  
(As your real estate license reflects.)

SA or BR License # \_\_\_\_\_ Expiration \_\_\_\_\_

Original Ink Only **Signature of Licensee** **X** \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

#### TYPE OF CHANGE BEING MADE

- HIRE
- SEVER
- TRANSFER
- ADD BRANCH MANAGER STATUS
- REMOVE BRANCH MANAGER STATUS
- CHANGE BRANCH MANAGER AUTHORITY

BRANCH MANAGER AUTHORITY
<input type="checkbox"/> LIMITED = Salesperson / Broker
<input type="checkbox"/> FULL = Broker ONLY

Fees may change without notice. Visit our website at [www.azre.gov](http://www.azre.gov) for up to date fee schedule.

### SECTION 2 - Hire / Transfer Agent To

Entity's Legal Name \_\_\_\_\_ License # \_\_\_\_\_

Entity's DBA Name \_\_\_\_\_

Physical Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Business Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

**PRINT** Designated Brokers Name \_\_\_\_\_

Original Ink Only Designated Broker Signature **X** \_\_\_\_\_

### Section 3 - Sever Agent From

Entity's Legal Name \_\_\_\_\_ License # \_\_\_\_\_

**PRINT** Designated Brokers Name \_\_\_\_\_

Original Ink Only **Designated Broker Signature** **X** \_\_\_\_\_

FOR DEPARTMENTAL USE ONLY			
EFFECTIVE DATE		DATE STAMP	RECEIPT
INPUT DATE			
TIMEFRAME	<input type="checkbox"/> TF 1 <input type="checkbox"/> TF 2		
PROCESSED BY			

"AZRE IS AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

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## CHECKLIST FOR ORIGINAL BRANCH OFFICE FORM

DO NOT SUBMIT APPLICATIONS BY FAX OR EMAIL.

### APPOINTMENT OF A BRANCH MANAGER IS REQUIRED

A salesperson or associate broker must be appointed manager of each branch office. Review A.A.C. R4-28-304 and A.R.S. § 32-2127 for authority that may be vested in a branch manager.

Information you will need: Name and license number of the person who will be branch manager.  
What duties will they perform? (see below)  
What is the license expiration date of the main office?

To establish a new branch office submit a completed Application for Branch Office Form.

Submit a completed Salesperson/Associate Broker License Change Form for the salesperson/associate broker who is being appointed branch manager, and for each additional salesperson and associate broker being hired or transferred may be processed using the Online Licensing System.

#### FEES:

- ❖ The branch office fee is prorated based on the expiration of the employing broker (main office) license. Based on the number of months until the employing broker's license expiration date, the fee for the branch office is:

1 – 24 months	\$60.00
25 – 48 months	\$80.00
- ❖ The Designated Broker may also transfer agents from one branch to another using the Department's Online System.

#### ASSOCIATE BROKER AS BRANCH MANAGER:

A designated broker may delegate full authority to an associate broker who manages a branch office, including signing commission checks. The associate broker may be a signatory on a broker established branch office trust account for business generated by the office the associate broker manages. The associate broker may also be authorized to sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespersons and associate brokers licensed to the branch.

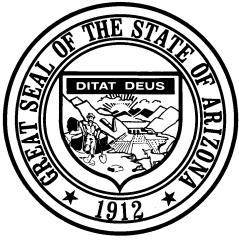
#### SALESPERSON AS BRANCH MANAGER:

A designated broker may not delegate to a salesperson who is appointed branch manager authority to perform acts for which a broker's license is required. That is, cannot hire or sever licensed employees, review and initial contracts under A.R.S. 32-2151.01, sign off on renewals for employees licensed to the branch, or sign commission checks, among other duties. A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. The salesperson branch manager may be a signer on a branch office trust account.

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. If the Department receives an incomplete application, we will return the application to you **unprocessed**.

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**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

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

For Department Use Only

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Effective Date \_\_\_\_\_  
Branch Office Lic No \_\_\_\_\_  
Date Entered \_\_\_\_\_  
By \_\_\_\_\_  TF 1     TF 2

You can do more than renew online! Go to [www.azre.gov](http://www.azre.gov)

**Review checklist for fees before filing this form.**

**APPLICATION FOR BRANCH OFFICE FORM**

**MAIN OFFICE INFORMATION:**

Main office license No: \_\_\_\_\_ License Expiration (Mo/Yr): \_\_\_\_\_

Legal Name of  
Employing Broker: \_\_\_\_\_

Name of designated broker: \_\_\_\_\_ License Expiration (Mo/Yr): \_\_\_\_\_

**BRANCH OFFICE INFORMATION:**

Branch office address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Telephone No: (        ) \_\_\_\_\_ Fax No: (        ) \_\_\_\_\_

This office will be managed by a licensed:  Salesperson  Associate broker (**Salesperson/Associate Broker License Change form must accompany this form**)

Name of licensee: \_\_\_\_\_ License No: \_\_\_\_\_

**Describe in writing the authority vested in the branch manager pursuant to R4-28-304 and A.R.S. § 32-2127 and as described in the instructions for this form (attach separate sheet, if needed):**

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**Signature of designated broker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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