

Arizona Department of Real Estate (ADRE)

SALESPERSON OR ASSOCIATE BROKER CHANGE (LI-202)

HIRE / TRANSFER / SEVER / ADD, REMOVE, OR CHANGE BRANCH MANAGER STATUS

Not for Designated Brokers (DB) or Sole Proprietors (SE)

ONLINE PROCESSING – SAVE TIME AND MONEY BY PROCESSING HIRES, SEVERERS, AND TRANSFERS ONLINE AT WWW.AZRE.GOV OR SCAN BRANCH MANAGER CHANGE TO licenseupdates@azre.gov.

PROVISIONAL LICENSEE’S OR AGENTS WITH A 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 this form completed with signatures and correct fee. Provisional agents moving from one entity to another may need a practice monitor letter from the new Designated Broker (DB). (NOTE: Some provisional licensee’s may need an approval signature from Enforcement and Compliance before submitting this document to Licensing for processing). Check the provisional status of a license prior to ADRE activity.

LATE RENEWAL AGENTS – When expiration date has passed, licensee must rehire or reactivate license after the renewal process has been completed in order for an active status to be complete. (Note - If the online system shows your status as “ACTIVE” and you are late, even 1 day late, you are indeed inactive and expired and must rehire after renewal.)

FEES

- Fees may change without notice. Visit ADRE website at www.azre.gov and view the updated fee schedule.

BRANCH MANAGER STATUS AGENTS

- Branch Manager changes cannot be processed online. Scan completed forms to licenseupdates@azre.gov. 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 – If not processing on-line

SALESPERSONS AND ASSOCIATE BROKERS - NEW, ORIGINAL HIRE, OR REHIRE

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

TRANSFERS

- To transfer from the main office to a branch office within the **same entity** or transfer 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 a transfer request.
- DB completes Section 2. Information must reflect the office to which the agent is being TRANSFERRED. Signature and date required.

SEVERERS

- DB or agent completes Section 1 with agent information. No signature from agent required.
- DB completes Section 3 to sever licensee as a salesperson. Signature and date required.

SALESPERSON BECOMING AN ASSOCIATE BROKER - To change from a Salesperson to an Associate Broker your Salesperson license must be placed on inactive status, before ADRE can issue a broker license.

- Agent completes Section 1 with Salesperson Information; Signature and date required.
- Current DB completes Section 3 to sever licensee as a salesperson. Signature and date required.
- 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 to which the agent is being re-hired or hired to. Original ink signature and date required.

ADD OR CHANGE A BRANCH MANAGER

- Agent completes Section 1 with Salesperson or Associate Broker Information. Signature and date required.
- DB completes Section 2. Information must reflect the office to which the agent is being hired. Signature and date required.
- DB must submit a list of duties stating the Salesperson has Limited Authority or if an Associate Broker has Limited or Full authority. Any delegated authority does not relieve the Designated Broker of ultimate Supervisory duties of the Designated Broker position.

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 WILL NOT BE ACCEPTED BY ADRE. If the Department receives an incomplete application, ADRE 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. And a Fingerprint Clearance Card.


ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

www.azre.gov
2910 N 44TH STREET STE-100
PHOENIX, AZ 85018

Janice K. Brewer
Governor

Judy Lowe
Commissioner

SALESPERSON / ASSOCIATE BROKER CHANGE FORM (LI-202)

Complete this process on line or scan this form to licenseupdates@azre.gov visit the ADRE.

| ADRE USE ONLY | E & C APPROVAL | DATE | ORDER |
|---------------|----------------|------|-------|
| | | | |

Section 1 – Salesperson or Associate Broker Information

| | | | |
|---|--|-----------------|--|
| Print Licensee Name | | | |
| SA or BR License Number | | Expiration Date | |
| Email Address | | | |
| Signature | | Today's Date | |
| Do you have a Provisional License or Departmental Matter? <input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, see instructions for further submittal information. | | | |

TYPE OF CHANGE BEING MADE

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

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

Section 2 - Hire / Transfer Agent To

| | | | | | | | |
|-------------------------------|-----|-------|-----|----------|-----------------------|--------|--|
| Entity Legal Name | | | | | Entity License Number | | |
| Entity DBA Name | | | | | | | |
| Physical Address | | | | | Suite | | |
| City | | State | | Zip Code | | County | |
| Phone Number | () | Fax | () | | | | |
| Print Designated Brokers Name | | | | | BR License Number | | |
| Designated Broker Signature | | | | | | | |

Section 3 - Sever Agent From

| | | | | | | |
|-------------------------------|--|--|--|--|-----------------------|--|
| Entity Legal Name | | | | | Entity License Number | |
| Print Designated Brokers Name | | | | | BR License Number | |
| Designated Broker Signature | | | | | | |

ADRE USE ONLY

| EFFECTIVE DATE | DATE STAMP | | RECEIPT |
|----------------|-------------------------------|-------------------------------|---------|
| | | | |
| INPUT DATE | | | |
| TIMEFRAME | <input type="checkbox"/> TF 1 | <input type="checkbox"/> TF 2 | |
| PROCESSED BY | | | |