

CHECKLIST FOR LICENSE REINSTATEMENT FORM

DO NOT SUBMIT APPLICATIONS BY FAX OR E-MAIL

Use this form to reinstate (if eligible) a license that is currently suspended, canceled, or terminated by law or a Consent Order, Commissioner's Final Order or Order of Summary Suspension issued by the Department of Real Estate. The criteria for reinstatement is established under A.R.S. § 32-2131. If eligible for reinstatement the licensee must provide the documents and form as listed.

- ❖ Eligibility for Reinstatement after Suspension:
 - License has not expired or if expired, is within one year of the expiration date.
 - The Order issued provides for reinstatement of your license after all terms, conditions or any restrictions have been met. If yes, provide a copy of the Order and any supporting documents related to the suspension of the license and eligibility of licensure.
 - You have met the terms of the order required for reinstatement.
 - Answer questions regarding unlicensed activity.
 - Complete and submit this form along with \$5.00 re-instatement fee (Inactive status).
 - To become active status as a salesperson/associate broker, submit License Change Form and the required filing fee (see Sales/Associate Change checklist for instructions).
 - To become active designated broker, complete and submit Employing Broker Change Form and the filing fee (see Broker Change checklist for required document and fees).

- ❖ Eligibility for Reinstatement after Cancellation of License for Abandonment of Office or Bad Check:
 - License has not expired or if expired, is within one year of the expiration date
 - Provide a written statement for the reason or what action took place that resulted in the cancellation by the Department.
 - Answer questions regarding unlicensed activity.
 - Complete and submit this Reinstatement Application and \$5.00 filing fee.

- ❖ After Termination of License for a Recovery Fund Payout or License Termination:
 - License has not expired or if expired is within one year of the expiration date.
 - Recovery Fund has been reimbursed in full.
 - Provide a written statement of the reason or action that resulted in the termination by the Department.
 - Answer questions regarding unlicensed activity.
 - Complete and submit this Reinstatement Form and the filing fee of \$5.00

License termination:

The license has been expired for more than one year after the expiration date. Applicant must re-examine and apply as an original applicant. Go to www.azre.gov and obtain the Candidate Information Bulletin for instructions, qualifications for licensure.

- ❖ Unlicensed Activity Statement Questions:

If any question is answered "yes", provide a detailed statement as to the activity that was conducted during the unlicensed period.

To update your personal and/or mailing address with the Department, see Personal Information Form and checklist for instructions or you may change your address online at www.azre.gov at no charge.

"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

