

Checklist For A Professional Corporation Or Professional Limited Liability Company

DO NOT SUBMIT APPLICATION BY FAX OR E-MAIL

To become licensed through a **Professional Corporation (PC)** or a **Professional Limited Liability Company (PLLC)** or to report any changes to the PC or PLLC pursuant to A.R.S. § 32-2125(B) and A.A.C. R4-28-303, please review the following information.

A **Professional Corporation** or a **Professional Limited Liability Company** is limited to natural person(s), each holding an **active** status real estate license as a salesperson or associate broker and may be licensed as one or more salespersons or associate brokers.

The **same employing broker** shall employ a Professional Corporation or Professional Limited Liability Company that comprises more than two persons, or comprises two persons who are **not married** to each other. Two licensees who are married to each other and licensed through a PC or PLLC are not required to be employed by the same employing brokers, even though the PC or PLLC receives compensation from the other member's broker.

Designated Brokers: If the applicant for licensure as a Professional Corporation or Professional Limited Liability Company is as a designated broker, membership in the Professional Corporation or Professional Limited Liability Company is limited to the designated broker and cannot include any other person pursuant to A.A.C. R4-28-303 (F).

Name: The Professional Corporation or Professional Limited Liability Company Name, through and on behalf of which a salesperson or broker acts, shall consist of only the full or last name(s) of its shareholder(s) or member(s), and contain the words "Professional Corporation," "Professional Limited Liability Company", as applicable, or the abbreviations authorized under A.R.S. § 10-2215 or 29-845, as applicable, to reflect that it is a Professional Corporation or Professional Limited Liability Company, and shall reflect whether it comprises one or more licensees (single or plural as in John Smith, P.C. or Smith & Smith, P.C.). A PC or PLLC shall not have a fictitious name pursuant to R4-28-303. For a designated broker, PC/PLLC name shall only consist of the broker's full or last name, and words or abbreviation to indicate it is a PC or PLLC.

(A PC OR PLLC CANNOT HAVE OR USE A FICTITIOUS (DBA) NAME)

Written disclosure of any changes in the membership of the PC or PLLC must be filed with the Department within 10 days with supporting documents.

SUBMIT THE FOLLOWING:

- **Application for Real Estate Salesperson or Broker Professional Corporation or Professional Limited Liability Company form** completed and signed by applicant and designated broker (**original signatures only**).
- A **\$10 change fee** for each license to be changed.
- A copy of the **Articles of Incorporation (PC)** or **Articles of Organization (PLLC)** and any amendments stamped "**Received & Filed**" by the Arizona Corporation Commission. If more than one year has elapsed since the date the Articles were filed with the Corporation Commission and the application is for a license as a Professional Corporation, a certificate of Good Standing from the Arizona Corporation Commission is required.
- If filing as a PLLC and an operating agreement was executed, include a copy of the operating agreement.
- A **foreign** PC or PLLC must also submit a "Received & Filed" copy of the **Application of Authority** from the Arizona Corporation Commission.
- The Articles of Incorporation/Organization shall state, "**The sole purpose of the Professional Corporation (or Professional Limited Liability Company) is to render professional real estate services (or cemetery or membership-camping services, as applicable).**"

Save time – Review your application and make sure you have signed it where required and have attached supporting documents and the applicable fee **before** you submit to the Department. If the Department receives an incomplete application, we will return it **unprocessed**.

"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



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

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Phoenix AZ 85018
(602) 771-7700

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

FOR DEPARTMENT USE ONLY

Application for Real Estate Salesperson or Broker
Professional Corporation (PC) Or
Professional Limited Liability Company (PLLC)

Supporting documents required - DO NOT FAX APPLICATION

Review checklist before filing this form.

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

Effective Date:
PC/PLC No.:
Date Entered:
By TF 1 TF 2

- Original PC status (attach copy of Articles of Incorporation, stamped "Received & Filed" by the AZ Corp. Commission)
Original PLLC status (attach copy of Articles of Organization, stamped "Received & Filed" by AZ Corp. Commission)
-> Is there an operating agreement? No Yes (if yes, provide copy)
Change member (s) or license status of one or more members of a PC (attach description of change)
Change member (s) or license status of one or more member of a PLLC (attach description of change)
Delete the PC or PLLC status of all members

Print Salesperson or Broker's legal name (as licensed):

License number: Expiration Date:

Print PC or PLLC name below exactly as it appears in the Articles of Incorporation or Articles of Organization:

If becoming licensed through a PC/PLLC or modifying membership of a PC/PLLC, by my signature below, I, the salesperson or broker licensee named in this application:

- Affirm that the PC/PLLC name meets all requirements of A.R.S. § 10-2215 or 29-845, as applicable, and R4-28-303.
Affirm that all PC or PLLC members are licensed real estate salespersons or brokers.
Acknowledge that any change of membership requires written notice to the Department within 10 days of the change.
Affirm that if I am the designated broker, I am the only member of the PC or PLLC, as applicable.
Affirm that the same employing broker employs all other members of the PC/PLLC (OR) The only other member is my spouse, who is a salesperson or broker employed by another employing broker (as applicable).
Acknowledge that compensation for real estate activities shall only be paid to/through the PC or PLLC, as applicable.
Attest that all the information herein is true.

Applicant's signature: Date:

Acknowledgement by Designated Broker: Date:

DB's Signature if DB is not the Applicant

IF YOU SUBMIT AN INCOMPLETE APPLICATION, IT WILL BE RETURNED, UNPROCESSED.

Important Note: The Department has specific time frame in which to grant or deny your license. As the applicant, you also have a specific time frame in which to correct any deficiency in your application. If there is a deficiency, you will be notified of the number of days you have to comply. If you do not submit the items identified as lacking in your application within the allowed time period, the application will be deemed incomplete and the file closed. If your file has been closed and you later wish to obtain a license, you must submit a new application, including appropriate fees. If the Department does not grant or deny an application based on a completed application within the allowed time period, the Department shall refund the application fee paid. A.R.S. § 41-1073 et seq.

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