

DOCUMENTS REQUIRED BY ADRE TO APPLY FOR LICENSURE:

REAL ESTATE SALESPERSON

- ◇ Original Salesperson Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Hire as a Salesperson & Fee (Complete form LI-202) or hire online for a reduced fee
- ◇ Contract Writing Course Certificate
- ◇ Disclosure Documentation* (if applicable)

REAL ESTATE BROKER

- ◇ Original Broker Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Original Broker Verification (LI-226)
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Sever as a Salesperson & Fee (Complete form LI-202) or Sever online for free
- ◇ Hire as a Designated Broker & Fee (Complete form LI-201)
- ◇ Hire as an Associate Broker & Fee (Complete form LI- 202) or hire online for a reduced fee
- ◇ Broker Management Clinic Certificate
- ◇ Disclosure Documentation* (if applicable)

MEMBERSHIP CAMPING or CEMETERY

- ◇ Original Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- ◇ Original Arizona State Specific Exam Score Report
- ◇ Proof of Legal Presence
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Original Broker Verification Form (LI-226) - for Brokers only
- ◇ Disclosure Documentation* (if applicable)

Fee Schedule and forms available online at www.azre.gov

* see reverse side for details



Janice K. Brewer
Governor

Judy Lowe
Commissioner

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(602) 771-7700

Visit our website at
www.azre.gov

Licensing Division
www.licensing@azre.gov

TEAM

“Together Everyone Achieves More”



OBTAINING AN ARIZONA REAL ESTATE LICENSE

REAL ESTATE
MEMBERSHIP CAMPING
CEMETERY

Arizona Department of Real Estate
www.azre.gov
Licensing Division

TO QUALIFY FOR A SALESPERSON'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
 - www.azre.gov
 - www.pearsonvue.com
 - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
 - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
 - Call (602)-223-2279
 - Fax request to (602)223-2947
 - Mail completed application to:
DPS
PO BOX 18290
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate salesperson only).
- ◇ Register for and pass the State Exam.
 - To schedule go to www.pearsonvue.com or call 1-888-405-5776.
- ◇ Apply for a license within **1 year** from the date of passing the State Exam – see “Documents Required by ADRE to Apply for Licensure” on reverse side.



TO QUALIFY FOR A BROKER'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Proof of **3 years** actual full time experience as a salesperson or broker during the immediate **5 years preceding** application. A Broker Candidate Experience Verification Form (LI-226) completed by applicant's most current or last (if inactive) Designated Broker.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
 - www.azre.gov
 - www.pearsonvue.com
 - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
 - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
 - Call (602)-223-2279
 - Fax request to (602)223-2947
 - Mail completed application to:
DPS
PO BOX 18290
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate broker only).
- ◇ Register for and pass the State Exam.
 - To schedule go to www.pearsonvue.com or call 1-888-405-5776.
- ◇ Apply for license within **1 year** from the date of passing the State Exam and before Broker Verification valid through date expires – see “Documents Required by ADRE to Apply for Licensure” on reverse side.

*DISCIPLINARY ACTIONS DISCLOSURE

If answering “YES” to any question on the questionnaire, you must provide:

- ◇ A **detailed statement** with your original signature describing the facts and circumstances, including date, time and location for each incident/event.
- ◇ Documents identified on the Disclosure Document Checklist (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken against you.
- ◇ Any additional statements, certificates, or letters of recommendation to support your application.

DISCLOSURE SUBMITTALS ARE ACCEPTED MONDAY–FRIDAY BETWEEN THE HOURS OF 8AM to 4PM

EXAMPLES OF DISCLOSURES ARE, BUT NOT LIMITED TO:

- ◇ Any Felony Conviction(s)
- ◇ Any misdemeanor DUI Conviction(s) - no more than 10 years old.
- ◇ Any Professional License Disciplinary Action
- ◇ Any Judgment(s) and/or adverse decision(s) entered against you.

For more information refer to:

- www.azre.gov
- Arizona Real Estate Law Book
ARS §32-2123 (4) (5) pg. 15
AAC R4-28-301 pg. 97

LAW BOOKS ARE AVAILABLE AT www.azre.gov OR MAY PURCHASED AT THE ADRE

If any required documents are missing, your application will not be processed