

ENTITY/EMPLOYING BROKER LICENSE APPLICATION (LI-212)
ARS 32-2125 & AAC R4-28-302
INSTRUCTIONS

- Form LI-212 is to be used to apply for a: Limited Liability Company; Corporation; Partnership
- Form LI-212 is NOT to be used for Professional Corporation (PC), Professional Limited Liability Company (PLLC), Sole Proprietorship (SE), nor Self-Employed Broker application requests.
- For step by step process for completing license application LI-212, [click here](#).
- Has an Entity/Employing Broker Name Reservation Request (LI-213) been approved by the ADRE?
 - ✓ **If not, DO NOT CONTINUE WITH THIS APPLICATION.** Complete, print and submit the Brokerage Name Reservation Request Form (LI-213) by [clicking here](#), and wait for ADRE approval on the “Entity/Employing Broker Name Reservation Notice”.
- ADRE will only communicate, via email, with the Designated Broker (DB) filing the application. Ensure that contact information provided is accurate.
- All applications will be processed in the order received. ADRE does not expedite applications.
- Fees are subject to change – visit www.azre.gov for current fee schedule. Fees are due upon receipt of an accurate and complete application. An ADRE staff specialist will contact applicant for credit card payment information when an application is accurate and complete.

Brokerage License Application Process:

- Submit the completed application and all required documentation.
- Please submit completed application and required documentation in the required order as outlined in Section 6 of the application.

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED
A NEW COMPLETED APPLICATION MUST THEN BE RE-SUBMITTED AND WILL BE PROCESSED IN THE ORDER RECEIVED

Attention Designated Broker (DB):

- Do not sever or transfer as DB, or sever or transfer any agents prior to, or during the application process.
- Do not close any offices prior to, or during the application process.
- Incoming Designated Broker must have attended a Broker Management Clinic within the past 23 months.
- Designated Broker must have a Trust Account(s) established and account information prior to submittal of application to ADRE. If not using a Trust Account, please mark Title Company.

IMPORTANT INFORMATION

Pursuant to ARS 32-2124 and 32-2125(G) & AAC R4-28-301, a LLC, CO and/or PA must report the following to ADRE within 10 business days:

- Any change in officers, directors, members, managers or partners or any control of the entity;
- Any amendment to its articles of incorporation or organization, or its partnership agreement;
- If a CO, when a person becomes an owner of ten percent or more of the stock in the CO.
- The dissolution of the CO, LLC or PA;
- Any change in address, phone, fax, email;
- Any criminal/misdemeanor convictions, and/or, censure, sanction, disciplinary action or other order against any professional and occupational license currently, or previously, held against any member, manager or person controlling or holding 10% or more interest.

Failure to report the aforementioned changes to the ADRE is a violation of Statute, and may result in disciplinary action.

The Arizona Department of Real Estate (ADRE) cannot provide legal advice. If further assistance is needed in setting up the Entity/Employing Broker, a trust account, etc., consult Legal Advise/Counsel, and refer to the ADRE law book at www.azre.gov/LawBook/LawBook.aspx