



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

2910 N. 44th Street, Suite 100, Phoenix AZ 85018

**DOUGLAS A. DUCEY
GOVERNOR**

**JUDY LOWE
COMMISSIONER**

Professional Corporation (PC) or Professional Limited Liability Company (PLLC) - Form LI-231

Filing Instructions

1.	Scan completed Form LI-231 and required documents	
2.	Log on to the ADRE Online Licensing System at https://ptl.az.gov/app/dre/ or by clicking here	
3.	If filing an Original PC/PLLC Application	If filing a Change of PC/PLLC Application
4.	Select Add a PC/PLLC from the Menu	Select Message Center from the Menu, then select Send Message . From the "Subject" box drop down menu, choose Licensing Sales Application and enter a message directive in the message box
5.	Attach the scanned Form LI-231 and documents and follow the instructions to submit the application/send the message and attachment	

Salesperson/Broker Applicant

Legal Name (Last, First MI)(as licensed)	License #	License Expiration Date
Email	Phone	Fax
Employing Broker Company Name		Employing Broker License #
Print PC or PLLC exactly as it appears on the Articles		

Requesting – check all that apply

<input type="checkbox"/> Original PC Application	<input type="checkbox"/> Original PLLC Application	<input type="checkbox"/> Change PC Member(s) or License Status of one or more members	<input type="checkbox"/> Change PLLC Member(s) or License Status of one or more members
<input type="checkbox"/> If PC, Copy of Articles of Incorporation stamped "FILED" by Az. Corporation Commission (attached)	Describe PC Change:		
<input type="checkbox"/> If PLLC, Copy of Articles of Organization stamped "FILED" by Az. Corporation Commission (attached) Does an Operating Agreement Exist? <input type="checkbox"/> No <input type="checkbox"/> Yes, copy attached	Describe PLLC Change:		

Applicant Attestation

I, the Salesperson, or Broker named in this application, becoming licensed through a PC/PLLC, or modifying membership of a PC or PLLC, by my signature below do:

- Affirm that the PC or PLLC name consists only of names as licensed, and meets all requirements of A.R.S. 10-2215 or 29-845, as applicable, and A.A.C. R4-28-303.
- Affirm that all PC or PLLC members are licensed Arizona real estate salesperson 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 (D.B.), 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 an Arizona licensed salesperson or broker employed by another Employing Broker (as applicable).
- Acknowledge that compensation for real estate activities shall only be paid by the Employing Broker to/through the PC or PLLC, as applicable.
- Acknowledge that the PC or PLLC is not a real estate business independent of the employing broker referenced above and is for compensation purposes only.
- Attest that all the information herein is true.

Applicant Signature _____ Date _____

Designated Broker (DB) Signature _____ Date _____
(Acknowledgment by Signature if DB is not applicant)

FOR DEPARTMENT USE ONLY

Effective Date			Date Stamp	Receipt
Input Date				
Time Frames	TF 1	TF 2	Processed By	