

## Professional Corporation (PC)/ Professional Limited Liability Company (PLLC) (LI-231) Instructions and Application

SUBMIT APPLICATION FORM (PAGE 2) THROUGH THE ADRE ONLINE LICENSING SYSTEM  
AT <https://ptl.az.gov/app/dre/> OR BY CLICKING [here](#) (See **Filing Instructions** on Page 2)

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. All compensation for real estate activity must be paid through the employing broker.

**Designated Brokers (DB):** When 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). The Department shall not license a designated broker of a sole proprietorship or partnership as a Professional Corporation or Professional Limited Liability Company.

**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.

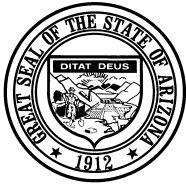
### (A PC OR PLLC CANNOT HAVE OR USE A FICTITIOUS DOING BUSINESS AS (DBA) NAME)

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

### SUBMIT THE FOLLOWING:

- **Professional Corporation or Professional Limited Liability Company (LI-231) form** completed and signed by applicant and Designated Broker.
- A copy of the **Articles of Incorporation (PC)** or **Articles of Organization (PLLC)** and any amendments stamped "**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.
- When 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 "**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 the application and make sure it has been signed where required and all supporting documents have been attached. The application approval decision will be sent to the licensee's email address or address of record.



**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)**

Licensing Division

[www.azre.gov](http://www.azre.gov)

2910 N. 44<sup>th</sup> Street, Suite 100, Phoenix AZ 85018

DOUGLAS A. DUCEY  
GOVERNOR

JUDY LOWE  
COMMISSIONER

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

**Filing Instructions**

1.	Scan completed <b>Form LI-231, Article of Incorporation/Organization</b> , and any <b>Amendments</b> in one (1) PDF document	
2.	Log on to the ADRE Online Licensing System at <a href="https://ptl.az.gov/app/dre/">https://ptl.az.gov/app/dre/</a> or by clicking <a href="#">here</a>	
3.	<b>If filing an Original PC/PLLC Application</b>	<b>If filing a Change of PC/PLLC Application</b>
4.	Select <b>Add a PC/PLLC</b> from the Menu	Select <b>Message Center</b> from the Menu, then select <b>Send Message</b> . From the "Subject" box drop down menu, choose <b>Licensing Sales Application</b> and enter a message directive in the message box
5.	Attach the scanned documents listed in <b>Item 1</b> above then follow the instructions to submit the application to 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)	Describe PLLC Change:		
Does an Operating Agreement Exist? <input type="checkbox"/> No <input type="checkbox"/> Yes, copy attached			

**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
Input Date			Receipt
Time Frames	TF 1	TF 2	