

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

SUBMIT APPLICATION BY E-MAIL TO licenseupdates@azre.gov

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 (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).

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 **change fee** (per ADRE Fee Schedule posted at www.azre.gov) 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.
- 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 "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 it has been signed it where required and have attached supporting documents. Upon approval of the License application an ADRE staff will call for fee payment information.

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or by email at forms@azre.gov



Arizona Department of Real Estate (ADRE)

www.azre.gov
2910 N. 44th Street
Phoenix, AZ 85018

Janice K. Brewer
Governor

Judy Lowe
Commissioner

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

FOR DEPARTMENT USE ONLY
Effective Date:
PC/PLC No.:
Date Entered:
By TF 1 TF 2

Scan to: licenseeupdates@azre.gov

- 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?
Change member (s) or license status of one or more members of a PC
Change member (s) or license status of one or more member of a PLLC
Delete the PC or PLLC status of all members

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

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 Arizona 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 by the Employing Broker 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

AN INCOMPLETE/DEFICIENT APPLICATION WILL BE RETURNED, UNPROCESSED.

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