

CHECKLIST FOR TEMPORARY BROKER LICENSE FORM

DO NOT SUBMIT APPLICATIONS BY FAX OR E-MAIL

To submit packet:

- Submit Temporary Broker License Form and \$50 filing fee
- Submit Original Licensure Questionnaire Form
- Submit a letter advising the Department of the broker's illness, disability, or death. If broker is deceased, you must provide a copy of the death certificate, or newspaper obituary.
- Submit a letter from the surviving spouse, attorney representing the broker/family, personal representative, or other responsible party appointing an individual to serve as a temporary broker.
- A salesperson or associate broker who is appointed as Temporary Broker must submit a severance from the prior employing broker or be administratively severed.
- When issued, license is valid for up to 90 days except, under "B", additional time may be granted not to exceed 15 months. Should additional time beyond 90 days be required, the temporary broker must submit a written request to the Department at least two weeks prior to the expiration date of the temporary broker's license.
- If you are an unlicensed individual, also complete and submit Licensee's Personal Information Form

NO MORE THAN ONE TEMPORARY BROKERS LICENSE WILL BE ISSUED

Pursuant to A.R.S. § 32-2133 and A.A.C. R4-28-305;

- A. The Commissioner may issue a temporary license as a broker to a licensed or unlicensed person for the purpose of winding up the existing or pending business of a licensed broker in the following cases:
 1. To the surviving spouse, next of kin, the administrator or personal representative, or an employee of the administrator or personal representative of a deceased licensed broker.
 2. To the spouse, next of kin, employee, legal guardian or conservator of a licensed broker disabled by sickness, injury or insanity.
- B. Each temporary license is for a period of not over 90 days and shall not be extended for a longer period, except that a license issued to an administrator or personal representative or the employee of the administrator or personal representative continues until the personal representative or administrator disposes of the deceased broker's business, but not to exceed a period of 15 months.

Save time—take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit to the Department. If the Department receives an incomplete application, we will return the application to you **unprocessed**.

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

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
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Phoenix, AZ 85018

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Review checklist for instructions and fees before filing this form.

**APPLICATION FOR TEMPORARY BROKER'S LICENSE
FORM**

Temporary Broker's Name: _____

License No., if applicable: _____

Expiration Date: _____

Type of License: Real Estate Cemetery Membership Camping

Check here if not licensed and attach Licensee's Personal Information Form and Original Licensure Questionnaire Form

Temporary Broker's Signature

Date

Present Designated Broker's Name: _____

Reason for this application: Illness (provide letter) Death: (provide copy of certificate, if available)

Employing Broker/Entity Legal Name: _____

Entity License No.: _____ Expiration Date: _____

Business Address: _____

Business Phone Number: _____ Fax Number: _____

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Effective Date: _____

Date Entered: _____

90-Day Exp. Date: _____

License No.: _____

By: _____ TF 1 TF 2