

TECHNOLOGY SAVES TIME, ENERGY, GAS AND DOLLARS!!

SCAN IT!

(Expect a two (2) day turnaround time, with a call from ADRE for payment when complete)

Salesperson and Broker Original License Applications– licenseapplications@azre.gov

Licensee Personal Name or Address Change – licenseupdates@azre.gov

Branch Manager Change – licenseupdates@azre.gov

Licensee Licensing Questions – licensing@azre.gov

New PC-PLLC Request or Changes – licenseupdates@azre.gov

Cancellation of license – licenseupdates@azre.gov

New Entities – broker.specialist@azre.gov

Designated Broker Change – broker.specialist@azre.gov

Name Reservations – namereservations@azre.gov

Broker Questions – broker.specialist@azre.gov

Business/Mailing Address Changes – entityupdates@azre.gov

New Branch Offices or Changes – entityupdates@azre.gov

General Licensing Questions – licensing@azre.gov

Legal Presence Questions – licensing@azre.gov



Janice K. Brewer
Governor

Judy Lowe
Commissioner

Arizona Department of Real Estate
2910 N 44th Street
Phoenix, AZ 85018
(602) 771-7700

Visit our website at
www.azre.gov

TEAM
"Together Everyone Achieves More"



ALL ABOUT THE
ARIZONA DEPARTMENT
OF REAL ESTATE
(ADRE)

Arizona Department of Real Estate
www.azre.gov

ALL ABOUT ADRE!

MISSION:

The mission of the Arizona Department of Real Estate (ADRE) is to “protect the public interest through Licensure and Regulation”

Providing oversight of:

- ◇ Real Estate Agents
- ◇ Real Estate Brokers
- ◇ Real Estate Educators
- ◇ Real Estate Schools
- ◇ Entities
- ◇ Residential Developments
- ◇ Timeshares
- ◇ Cemetery
- ◇ Membership Campgrounds

What ADRE does:

- ◇ Establishes and enforces minimum requirements for licensure
- ◇ Approves real estate schools and instructors
- ◇ Monitors and approves real estate education courses
- ◇ Issues Public Report for residential developments.
- ◇ Investigates complaints
- ◇ Enforces disciplinary action against those who harm the Public by violating real estate statutes.
- ◇ Provides public information on licensed individuals, companies and developments (subdivision)

Visit www.azre.gov

RESOURCES FOR LICENSEES & THE PUBLIC

ADRE Divisions:

The ADRE is composed of the following divisions:

- ◇ Licensing
- ◇ Education
- ◇ Investigations
- ◇ Development Services
- ◇ Auditing
- ◇ Enforcement & Compliance
- ◇ Commissioner's Office-
 - ◇ Business Services
 - ◇ Information & Technology
 - ◇ Legislation
 - ◇ Ombudsman
 - ◇ Communications

RECOVERY FUND

The Recovery Fund is established for the benefit a consumer who has incurred an actual and direct out-of-pocket loss in a real estate transaction due to the actions of a real estate agent or Broker.

CONDOMINIUM RECOVERY FUND

The Condominium Fund is established for the benefit of a consumer who has incurred an actual and direct out-of-pocket loss resulting from an unfinished condominium project.

REAL ESTATE ADVISORY BOARD

The Real Estate Advisory Board is established by statute to provide recommendations to the Commissioner. The Board consists of 9 members from across the state. Questions and concerns may be brought to the attention of a board member. Visit www.azre.gov for Advisory Board appointees.

LICENSEES' RESPONSIBILITY

REAL ESTATE SALESPERSON/ASSOCIATE BROKERS

A Licensee is responsible for:

- ◇ Adhering to Arizona's real estate laws
- ◇ Personal Information-must be current at all times regardless of license status.
- ◇ Email address- must be current in ADRE Database to receive vital information from the ADRE.
- ◇ Continuing Education (CE)-must be reported to the Department every two (2) years.

REAL ESTATE BROKER

DESIGNATED/SELF-EMPLOYED BROKER'S RESPONSIBILITY:

- ◇ Responsibilities-Ensure all licensees under the Broker's supervision are current in the following:
 - ◇ Continuing Education
 - ◇ Legal Presence
 - ◇ License Status
 - ◇ Renewal Dates
 - ◇ Report any changes to business/ personal information within 10 days of change.
 - ◇ Monitor ADRE'S Broker online homepage for alerts and pending action items frequently.
 - ◇ Print Broker and/ or Entity License to post in brokerage.
 - ◇ Upload Legal Presence document
- General Licensing Supervisory
The **ADRE Model Broker's Policy and Procedure Manual** is available at

http://www.azre.gov/Aud/Documents/Broker_Office_Policies_Manual.pdf