



## Arizona Department of Real Estate (ADRE)

Enforcement & Compliance Division

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

100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, Arizona 85007

DOUGLAS A. DUCEY  
GOVERNOR

JUDY LOWE  
COMMISSIONER

### Instructions for Completing COM-400

(Request for Case Closure and Return to Regular License Status)

You must submit a completed COM-400 form before the Compliance Officer can approve changing your license type from Provisional to regular. The form is available on the Department's website, [www.azre.gov](http://www.azre.gov), under Forms and Publications – Compliance. Once you have completed the required period of active licensure, generally 2 years (730 days), submit form COM-400 to the Compliance Officer to begin the process of returning your license to regular status.

The form requires that you enter your name, license number and date of license expiration on the top line. Enter the Order number (case number) and date of the order on line 2. Check the appropriate box for order type and indicate if the order included a suspension.

Enter all periods of active employment that fulfill the terms of the Order. The form automatically calculates and totals the amount of time you were employed by the brokerage. Begin with your current or most recent brokerage; if currently employed, leave the sever date blank. Then enter your next most recent employer. You may enter up to six employers. Your employment history is available on the Department's website. Log-in to your account and go to Quick Links and select View My Employer Public Database Record. Your employment history can also be found on the Departments website, On-Line services, Public Database.

The form can be electronically signed and dated. Once complete, submit to the Department using the website Message Center. Go to Enforcement and Compliance, Submit compliance forms and affidavits. The first line of your message must state your Order Number and the number of the form(s) you are submitting, i.e. COM-400. Be sure to attach the completed form.

If you are unable to submit the form using the Message Center, it may be submitted to the Compliance Officer via email. The Subject Line must contain your name, the order number and the form(s) you are submitting.

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**COMPLIANCE - CASE CLOSURE**  
**(Request for Case Closure) (COM-400)**

Complete and submit this form to the Department at the time a case is scheduled to close along with a printout of your employment history from the Department's website ([www.azre.gov](http://www.azre.gov)). You will not be issued a regular license until complying with all terms stated in the Order and submitting this form verifying that you have the required number of days of active employment during the provisional license period.

Licensee Name: \_\_\_\_\_ License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Order/Case No: \_\_\_\_\_ Order Date: \_\_\_\_\_  
(Commissioner's signature date)

Type of Order: \_\_\_\_\_ Consent Order \_\_\_\_\_ Commissioner's Final Order \_\_\_\_\_ Other

Was there a Suspension of your License: \_\_\_\_\_ Length of suspension: \_\_\_\_\_ Days

List all active employment during the provisional license period beginning with the most recent employer. For current employer, leave sever date blank. Do not list periods of inactive or expired license. This information is available on the Department's website: [www.azre.gov](http://www.azre.gov)

Brokerage Name	License No.	Hire Date	Sever Date	Days
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total Days**

I affirm that I have been actively employed during the above stated dates and complied with all terms of the Order while on provisional license status.

I understand that submitting false or misleading information is a violation A.R.S. §32-2153.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

**Use the Message Center to submit this form in Enforcement & Compliance section, Submit compliance forms and affidavits. Enter your case number on the first line of the message and attach this form.**