

Arizona Department of Real Estate (ADRE)

Development Services Division

ELECTRONIC APPLICATION PROCESS FOR SUBDIVISION PUBLIC REPORT (ORIGINAL OR AMENDMENT)

Five Step Process

RE: Submitting an Electronic Application/Fee

Step 1

- To begin simply send a message via the Message Center icon on ADRE website homepage at www.azre.gov.
- Click on the "Submit an Application" under the Development Services section of the Message Center. Here is where you will request an upload link to submit an application.

Step 2

- Respond to the notification message from ADRE to confirm sender email address as instructed.

Step 3

- An email notification message will appear in the sender's inbox. Click on the File Share upload page link and follow the instructions to upload the application and supporting documentation.
- To satisfy the traditional paper application format instructions, include three attachments, the:
 - 1) application, and all supporting documentation with an electronic index page with quick links for easy electronic access to view indexed documents and a page with appropriate payment information for the application and inspection fee according to the Fee Schedule on ADRE's website at www.azre.gov formatted in one Adobe Acrobat PDF file;
 - 2) public report template formatted in Microsoft Word; and
 - 3) CC&Rs, Bylaws and Schedule B documentation formatted in one Adobe Acrobat PDF file.
- Once all documents are selected, click on the **Upload** button.

Step 4

- Upon receipt of the application in its entirety, an email notification message will appear in the sender's inbox with payment request instructions. Follow the instructions to pay the fee by credit/debit card.
- Upon receipt of an incomplete application, an email notification will appear in the sender's inbox with instructions to resubmit or otherwise.

Step 5

- Application is considered filed after successful payment.