



100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007

## ENTITY / EMPLOYING BROKER LICENSE APPLICATION (LI-212)

ARS §32-2125 & R4-28-302

### SECTION 1: INCOMING DESIGNATED BROKER (DB) INFORMATION – an answer must be provided to all questions

Incoming DB Name (First MI Last):	Incoming DB License # :	Incoming DB License Expire Date:
Email	Phone:	Fax:

Questions		Responses	
1	How is the incoming DB currently licensed?	<input type="checkbox"/> DB <input type="checkbox"/> SE (attach LI201A)	<input type="checkbox"/> Associate Broker <input type="checkbox"/> Salesperson
2	Is the incoming DB currently employed as “active status”?	<input type="checkbox"/> Yes	<input type="checkbox"/> No go to question 6
3	Is the current entity closing?	<input type="checkbox"/> Yes go to Question 5	<input type="checkbox"/> No
4	Is that current entity appointing a new DB?	<input type="checkbox"/> Yes Go to question 6	<input type="checkbox"/> No
5	Does the current entity have “active” agents? (If yes, refer to instructions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	As a Broker, are continuing education (CE) requirements current? <b>ARS§32-2130</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – <b>STOP</b> Re-apply when current
7	As a Broker, has the Broker Management Clinic been completed within 24 months prior to this application? <b>ARS §32-2136(C)</b>	<input type="checkbox"/> Yes Date: _____	<input type="checkbox"/> No – <b>STOP</b> Re-apply when current
8	Is there a <u>joint</u> PC or PLLC with the ADRE for this DB’s name? <b>ARS §32-2125(B)</b>	<input type="checkbox"/> YES – <b>STOP</b> Amend to single PC or PLLC with the ACC and re-apply	<input type="checkbox"/> No
9	Does DB have a PC or PLLC in good standing with the ACC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - <b>STOP</b> Re-apply
10	Will this DB reside outside the State of Arizona?	<input type="checkbox"/> Yes Complete Section 5	<input type="checkbox"/> No

Check if Non-resident Broker – complete Section 5 of this application

### SECTION 2: ENTITY/EMPLOYING BROKER INFORMATION – attach ADRE “Entity/Employing Broker Name Reservation Approval Notification”

Legal Name (as approved by ADRE)		EIN (Employer Identification Number) or Tax ID# (Required)			
Doing Business As (DBA) – if any (as approved by ADRE)					
Physical Address of Entity:		Suite	City	State	Zip
Mailing Address: <input type="checkbox"/> Same as above		Suite	City	State	Zip
Email:		Phone:		Fax:	
<b>ADRE USE ONLY</b>	License Number:	Expiration Date (Aligned)			

**SECTION 3: BROKERAGE TYPE – R4-28-302**

- Each member, manager or person controlling or holding 10% or more interest in the CO, LLC or PA must complete the Disciplinary Actions Disclosure (Form LI-214/244)
- Any “Yes” responses will require the completion and submission of all documents pursuant to the Disciplinary Actions Disclosure (Form LI-400) and a Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS)

<b>The following documents are required to be attached with the application for EACH Brokerage type:</b>	
<input type="checkbox"/> Limited Liability Company(LLC) <input type="checkbox"/> Member Controlled <input type="checkbox"/> Manager Controlled <b>R4-28-302(D)</b>	<input type="checkbox"/> A copy of the Original Articles of Organization and any amended articles stamped “ <b>FILED</b> ” by the Arizona Corporation Commission (ACC). <input type="checkbox"/> A copy of the resolution signed by members stating: ✓ Whether management of LLC is established as manager / member controlled; ✓ The name of the member / manager to act as the DB. <input type="checkbox"/> A list of the names and addresses of all members and managers, and any person controlling or holding interest of 10% or more interest in the Limited Liability Company.
<input type="checkbox"/> Corporation (CO) <b>R4-28-302(C)</b>	<input type="checkbox"/> A copy of the Articles of Incorporation and any amended articles stamped “ <b>FILED</b> ” by the Arizona Corporation Commission (ACC). <input type="checkbox"/> A copy of the resolution signed by all officers and directors electing/appointing a DB as a corporate officer, naming the office held, and stating that the individual was appointed to act as the DB for the Corporation. <input type="checkbox"/> A list of the names and addresses of: all officers and directors; and each shareholder/entity controlling or holding 10% or more interest in the Corporation.
<input type="checkbox"/> General Partnership (PA) <b>R4-28-302(B)</b>	<input type="checkbox"/> A copy of the Partnership Agreement and any amendments from the county in which it is registered. <input type="checkbox"/> A partnership agreement signed by all partners, appointing a partner to act as DB. <input type="checkbox"/> The names and addresses of: all partners, and any other person with a beneficial or membership interest in the partnership.
<input type="checkbox"/> Limited Partnership (LP) <b>R4-28-302(B)</b>	<input type="checkbox"/> A copy of the Application of Registration and any amendments stamped “ <b>FILED</b> ” by the Secretary of State. <input type="checkbox"/> A partnership agreement signed by all partners, appointing a partner to act as DB <input type="checkbox"/> The Designated Broker(DB) shall be: ✓ A partner of the general partner if the general partner is a partnership; ✓ A member of the member-managed limited liability company or manager of the manager-managed limited liability company if the general partner is a limited liability company; ✓ A corporate officer of the corporate partner if the general partner is a corporation; ✓ A limited partner of a partnership shall not be DB for the partnership.
<input type="checkbox"/> Limited Liability Partnership (LLP) <b>R4-28-302(B)</b>	<input type="checkbox"/> A copy of the Original Articles of Organization and any amended articles stamped “ <b>FILED</b> ” by the Arizona Corporation Commission (ACC). <input type="checkbox"/> A partnership agreement signed by all partners, appointing a partner to act as DB <input type="checkbox"/> The Designated Broker(DB) shall be: ✓ A partner of the general partner if the general partner is a partnership; ✓ A member of the member-managed limited liability company or manager of the manager-managed limited liability company if the general partner is a limited liability company; ✓ A corporate officer of the corporate partner if the general partner is a corporation; ✓ A limited partner of a partnership shall not be DB for the partnership.
<input type="checkbox"/> Foreign Entity <input type="checkbox"/> LLC <input type="checkbox"/> CO <input type="checkbox"/> PA <b>R4-28-302(E)</b>	<input type="checkbox"/> A copy of the Original Articles and any amendments stamped “ <b>FILED</b> ” from the State of origin. <input type="checkbox"/> A certificate of good standing from the state from the State of origin. <input type="checkbox"/> A copy of the Application of Authority to conduct business as a foreign entity in Arizona stamped “ <b>FILED</b> ” from the Arizona Corporation Commission. <input type="checkbox"/> A list of the names and addresses of all members/managers, and any person/entity that have controlling interest of 10% or more in the limited liability company. <input type="checkbox"/> Additional documents as required above in the LLC, CO or PA sections.

**SECTION 4: TRUST ACCOUNT INFORMATION** –established with a Financial Institution located in Arizona

ARS §32-28-302(A)

 Check if using Arizona Based Title Company only – skip to Section 4

Trust Account Name				Trust Account Number			
Financial Institution Name			Phone:			Fax:	
Branch Address:	Street #	Street Name	Suite	City	State	Zip	

Trust Account Name				Trust Account Number			
Financial Institution Name			Phone:			Fax:	
Branch Address:	Street #	Street Name	Suite	City	State	Zip	

Trust Account Name				Trust Account Number			
Financial Institution Name			Phone:			Fax:	
Branch Address:	Street #	Street Name	Suite	City	State	Zip	

 Additional account information attached.**SECTION 5: NON-RESIDENT EMPLOYING BROKER INFORMATION** – ARS §§32-2151.01(A); 32-2163 and R4-28-302(L)✓ **A non-resident broker who maintains a principal office outside of Arizona shall:**

- Establish a trust account in Arizona – enter information in Section 4
- Maintain all records of transaction(s) in Arizona –
- Appoint a Custodian of Records

Custodian Name:		
Address:		
Email:	Phone:	Fax:

**A non-resident Employing Broker who employs any licensee(s) in the State of Arizona shall complete below:**

- 
- Establish a branch office and appoint an Arizona licensed Branch Manager other than self.

**Branch Office Information (of non-resident Employing Broker)**

Legal Name				Phone:			
Doing Business As (DBA) – if any				Fax:			
Business Address:	Suite	City	State	Zip			
Mailing Address: <input type="checkbox"/> Same as above	Suite	City	State	Zip			

**Branch Manager (of non-resident Employing Broker)**

Name (First MI Last):		License #:	License Expiration Date:
Email:		Phone:	Fax:

**Describe the authority vested in the branch manager – ARS §32-2127 and R4-28-304**

**Describe how the licensed employee(s) will be supervised – R4-28-203(L) & R4-28-1103**

I, \_\_\_\_\_ acknowledge that I have read and understand the responsibilities set forth above.  
Branch Manager Name

Branch Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 6: FINAL CHECKLIST:** All documents must be submitted in order as listed below.

**INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED**

**A NEW COMPLETED APPLICATION MUST THEN BE RE-SUBMITTED AND WILL BE PROCESSED IN THE ORDER RECEIVED**

- Entity/Employing Broker License Application (LI-212) - completed
- ADRE Entity/Employing Broker Name Reservation Notice (ADRE Approval)
- Disciplinary Actions Disclosure Form (LI 214/244) completed by the Designated Broker (DB) and each member, manager or person controlling or holding 10% or more interest in the CO, LLC or PA
  - ✓ Any "Yes" responses will require the completion and submission of all documents pursuant to the Disciplinary Actions Disclosure (Form LI-400) and a Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS)
- All documents as required in Section 3 for the Entity type selected
- Additional Trust Account Information – if applicable
- DB/SE Letter of Resignation from current employment, if currently in an active status.
- Certificate of Broker Management Clinic (Completion date not to exceed 24 months prior to application)
- Entity Broker Status Change (Form LI-216)) – When DB changes from one entity to another.

**SECTION 7: DESIGNATED BROKER STATEMENT OF ATTESTATION – required of all entity types-ACC R4-28-302**

As the Designated broker for \_\_\_\_\_, I attest that:

- A. The above named Entity / Employing Broker has applied for a broker’s license in Arizona;
- B. That each:  officer/director  member/manager  partner, has read the completed application on the above named entity as submitted to the Department;
- C. All the information contained in this application is true;
- D. That each:  officer/director  member/manager  partner, is qualified to do business in Arizona.
- E. That the entity is in good standing with the Az. Corporation Commission (ACC) or Secretary of State (SOS).

Designated Broker Name \_\_\_\_\_ Designated Broker Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Notice to Applicant Pursuant to A.R.S. § 41-1030**

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02