

DOCUMENTS REQUIRED TO APPLY FOR ARIZONA LICENSURE

REAL ESTATE SALESPERSON LICENSE

- License Application & Fee
- Proof of Arizona residency (A.R.S. § 43-104)
- Arizona Pearson Vue Exam Score Report
- Original Certified License History - from other state
- Disciplinary Actions Disclosure *(LI-214/244)
- Disclosure Documentation *(if applicable)
- Proof of Legal Presence *(**Front & Back**)
- Arizona Department of Public Safety (DPS) issued Arizona Fingerprint Clearance Card (**Front & Back**)
- Proof of Arizona approved Contract Writing (6hrs)

REAL ESTATE BROKER LICENSE

- License Application & Fee
- Proof of Arizona residency (A.R.S. § 43-104)
- Arizona Pearson Vue Exam Score Report
- Original Certified License History - from other state
- Broker Experience Verification Form (LI-226) - for Brokers only
- Disciplinary Actions Disclosure *(LI-214/244)
- Disclosure Documentation *(if applicable)
- Proof of Legal Presence *(**Front & Back**)
- DPS issued Arizona Fingerprint Clearance Card (**Front & Back**)
- Proof of Broker Management Clinic (9hrs)

MEMBERSHIP CAMPING or CEMETERY LICENSE

- Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- Proof of Arizona residency (A.R.S. § 43-104)
- Arizona Pearson Vue Exam Score Report
- Disciplinary Actions Disclosure *(LI-214/244)
- Proof of Legal Presence *(**Front & Back**)
- DPS issued AZ Fingerprint Clearance Card (**front & back copy**)
- See above for hire / sever requirements as it pertains to a salesperson or broker
- Broker Experience Verification Form (LI-226) - for Brokers only
- Original Certified License History - from other state

Effective August 27, 2019



Douglas A. Ducey
Governor

Judy Lowe
Commissioner

Arizona Department of Real Estate
100 N. 15th Ave., Suite 201
Phoenix, AZ 85007

Visit our website at
www.azre.gov

*** Note: The information provided is subject to
change during the implementation process**

Fee Schedule and forms available online at www.azre.gov



ADRE APPLICATION PROCESS

Individuals Requesting
Recognition of a Current
Out-Of-State
Real Estate License

(Pursuant to A.R.S § 32-4302)

Effective August 27, 2019

TEAM "Together Everyone Achieves More"

TO QUALIFY FOR A SALESPERSON'S LICENSE

- Be at least **18 years of age** when applying
- Must provide proof of Arizona residency (A.R.S 43-104)
- Must have completed approved real estate education curriculum in the other state
- Must have passed a real estate license examination in another state
- Must complete a 6 hour Contract Writing Course in Arizona
- Currently licensed in the other state for at least 1 year
- Submit a certified license history from the state(s) where a real estate license is held, stating minimum requirements met and any disciplinary actions pending.
- Obtain and review the Candidate Handbook & submit the Disciplinary Actions Disclosure Form *(LI 214/244)

→ www.azre.gov

→ www.pearsonvue.com

→ ADRE approved School, if attended

- Obtain a DPS Arizona Fingerprint Clearance Card.
→ Visit www.fieldprint.com to schedule an appointment **or** DPS (602) 223-2279
- Register for and pass the Arizona Pearson Vue Salesperson Exam in Arizona
→ To schedule, visit www.pearsonvue.com or call 1-888-405-5776
- Apply for a license within **1 year** from the date of passing the State Exam
- An applicant has not had a license or certificate revoked or voluntarily surrendered in any other state or country.
- An applicant has not had any discipline imposed by another regulating entity, and has no pending complaint, allegation, or investigation.

IF THE PEARSON VUE EXAM IS NOT SUCCESSFULLY PASSED, IT IS RECOMMENDED THAT YOU

- Complete the 90 hours of Arizona real estate salesperson pre licensing education “in classroom” or “online” through an ADRE approved school, and pass the school final Salesperson examination, in person.

TO QUALIFY FOR A BROKER'S LICENSE

- Be at least **18 years of age** when applying
- Must provide proof of Arizona residency (A.R.S 43-104)
- Must have completed approved real estate education curriculum in the other state
- Must have passed a real estate license examination in the other state
- Must complete the 9 hour Arizona Broker Management Clinic
- Currently licensed in another state for at least 1 year
- Submit a Broker Candidate Experience Verification (LI-226)
- Submit a certified license history from the state(s) where a real estate license is held, stating minimum requirements met and any disciplinary actions pending.
- Obtain and review the Candidate Handbook
- Submit the Disciplinary Actions Disclosure Form *(LI 214/244)

→ www.azre.gov

→ www.pearsonvue.com

→ ADRE approved School, if attended

- Obtain a DPS Arizona Fingerprint Clearance Card.
→ Visit www.fieldprint.com to schedule an appointment **or** DPS (602) 223-2279
- Register for and pass the Arizona Pearson Vue Broker Exam in Arizona
→ To schedule, visit www.pearsonvue.com or call 1-888-405-5776
- Apply for license within **1 year** from the date of passing the State Exam
- An applicant has not had a license or certificate revoked or voluntarily surrendered in any other state or country.
- An applicant has not had any discipline imposed by another regulating entity, and has no pending complaint, allegation, or investigation.

IF THE PEARSON VUE EXAM IS NOT SUCCESSFULLY PASSED, IT IS RECOMMENDED THAT YOU

- Complete the 90 hours of Arizona real estate Broker pre licensing education “in classroom” or “online” through an ADRE approved school, and pass the school final Broker examination, in person.

*DISCIPLINARY ACTIONS DISCLOSURE (LI214-244) AND LEGAL PRESENCE

- ADRE requires proof of lawful presence in the United States such as a U.S. Passport, U.S. Birth Certificate, or U.S. Driver's License. Please check with ADRE to see if your state issued driver's license can be accepted.
- Proof of Arizona residency is required, (A.R.S 43-104), [click here](#)
- If answering “YES” to any question on the Disciplinary Actions Disclosure Form (LI-214/244), please provide:
 - ◇ A detailed statement with an original or electronic signature describing the facts and circumstances, including date, time, and location for each incident.
 - ◇ Documents identified on the Disclosure Document Checklist Form (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken.

DISCLOSURE SUBMITTALS ARE ACCEPTED MONDAY—FRIDAY BETWEEN THE HOURS OF 8AM to 4:30PM

EXAMPLES OF DISCLOSURES INCLUDE

- ◇ Felony Conviction(s)
- ◇ Misdemeanor Conviction(s)
- ◇ Any Professional License Disciplinary Action
- ◇ Any Judgment(s) and/or adverse decision(s) entered against applicant/licensee.
- ◇ For more information, refer to:
 - www.azre.gov
 - Arizona Real Estate Law Book
 - A.R.S §32-2123 (B) (4) & (5)
 - A.R.S §41-1093.04
 - A.A.C R4-28-301

ARIZONA REAL ESTATE LAW BOOKS ARE AVAILABLE AT www.azre.gov OR MAY BE PURCHASED AT THE ADRE



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

100 N. 15th Ave., Suite 201, Phoenix AZ 85007

DOUGLAS A. DUCEY
GOVERNOR

JUDY LOWE
COMMISSIONER

**Out-of-State License Recognition
Residency Attestation**

Individuals seeking recognition of an out-of-state real estate license must attest to being an Arizona resident as defined by A.R.S. § 43-104.

"Resident" includes:

- (a) Every individual who is in this state for other than a temporary or transitory purpose.
- (b) Every individual who is domiciled in this state and who is outside the state for a temporary or transitory purpose. Any individual who is a resident of this state continues to be a resident even though temporarily absent from the state.
- (c) Every individual who spends in the aggregate more than nine months of the taxable year within this state shall be presumed to be a resident. The presumption may be overcome by competent evidence that the individual is in the state for a temporary or transitory purpose.

For Universal Recognition applicants, the following may be submitted to demonstrate Arizona residency (list is not exclusive). Check which proof of residency is included with your application.

- ☐ Arizona voter registration
- ☐ Military Form 2058
- ☐ Proof of filing Arizona income taxes in the most recent tax year
- ☐ Valid Arizona driver's license
- ☐ A dated residential rental contract with proof of payment
- ☐ Documentation of a mortgage for a primary Arizona residence
- ☐ Proof of establishment of Arizona utilities
- ☐ Documentation demonstrating a change in permanent address on all pertinent records
- ☐ Other: _____

I, _____, hereby attest that I have reviewed the Arizona residency requirements, and am an Arizona resident.
(Print Name)

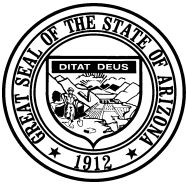
Arizona Address of Residence

(Address, Suite)

(City, State, Zip Code)

I do hereby further attest that the proof of Arizona residency provided to the Department of Real Estate is true, accurate, and complete, and that any falsification, omission, or concealment of material fact may subject me to disciplinary action, and civil or criminal liability.

Signature of applicant: _____ Date: _____



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DISCIPLINARY ACTIONS DISCLOSURE (LI-214/244)

ARS §§ 32-2123 and 32-2130 & AAC R4-28-301 and AAC R4-28-303

The Disciplinary Actions Disclosure is required by ADRE to determine qualifications and suitability of the licensee to hold an Arizona Real Estate License. **ANY AND ALL MISDEMEANOR AND FELONY** convictions must be included for original applications and immediate past renewals.

Failure to answer these questions truthfully may result in disciplinary actions including, but not limited to, suspension, revocation and/or civil penalties.

ARS §§ 32-2153(B) and 32-2160.01

Has the Applicant / Is the Applicant:			
1	Had a professional or occupational license or registration of ANY kind denied, suspended, restricted, or revoked? (Drivers License/CDL not included)		<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Had/Have an administrative order and/or ANY other disciplinary action taken against ANY license issued to them by any local, state, or federal regulatory agency including the Arizona Department of Real Estate?		<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Had an action issued by the ADRE which resulted in an Accelerated Settlement Agreement (ASA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Voluntarily surrendered ANY professional or occupational license during the course of an investigation or disciplinary proceeding?		<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Entered into ANY consent decree, and/or had an injunction (either temporary or permanent), a suspension, an order and/or a judgment issued which prohibited or restricted them from engaging in ANY profession or occupation?		<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Had any judgment and/or order against them by ANY court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude?		<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Had any judgment and/or order entered against them by ANY court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals, or membership campgrounds?		<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Had ANY SUBDIVISION PUBLIC REPORT or REGISTRATION TO SELL real estate, timeshares, cemetery lots, or campground memberships denied and/or suspended?		<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Had ANY payment made from the real estate recovery fund and/or ANY similar fund that was charged against them and/or against a business for which they were the qualifying party?		<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Currently involved in ANY pending disciplinary hearings and/or other administrative actions, against ANY professional and/or occupational licenses held in Arizona and/or in any other state?		<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Held, and/or currently holds 10% or more ownership and/or controlling interest in any business, corporation, partnership, or limited liability company that would cause them to answer "YES" to any of the ABOVE questions.		<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Been convicted and/or entered into a plea agreement and/or a plea of NOLO CONTENDERE (no contest) to ANY felony in Arizona and/or any other state, whether or not the plea or verdict was set aside, judgment or sentencing was deferred, conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed?		<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Been convicted or entered into a plea agreement or a plea of NOLO CONTENDERE (no contest) to ANY misdemeanor in Arizona or any other state, whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed? CONVICTIONS – DUI AND/OR RECKLESS DRIVING, EITHER MISDEMEANOR OR FELONY, MUST BE DISCLOSED Minor traffic citations do not constitute a misdemeanor or felony offense.		<input type="checkbox"/> YES <input type="checkbox"/> NO
14	CURRENTLY in a deferred period of judgment or sentencing, in a diversion program, and/or convicted of a Class 6 Undesignated Offense, which has not yet been designated as a felony or misdemeanor as of the date of this application?		<input type="checkbox"/> YES <input type="checkbox"/> NO
15	CURRENTLY incarcerated, paroled, and/or on probation because of ANY conviction?		<input type="checkbox"/> YES <input type="checkbox"/> NO

If the applicant answered YES to any questions 1 through 14, applicant must also answer the following:			
1	Has the applicant previously disclosed the incident to ADRE in writing?		<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Approximate date of disclosure	Type of disclosure	

If the incident and/or action has **not** previously been disclosed to the ADRE in writing, refer to the DISCLOSURE DOCUMENT CHECKLIST FORM (LI-400) for a list of additional required documentation that must be submitted to ADRE before a renewal application is submitted for processing.
A fingerprint clearance card is required if there are any "YES" answers, other than a "YES" on question number 3.

ATTESTATION: I attest, under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct. I certify that at the time of ADRE license issuance, I will be 18 years of age or older. I certify that while licensed, I will not violate any provisions of Real Estate Laws nor abuse the privileges of ADRE issued licenses.

Print Name	Signature of Applicant	Date
ADRE License#	Email Address	



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DISCLOSURE DOCUMENT CHECKLIST (FORM LI-400)

Form LI-400 form is being used for:

LICENSING

ARS §32-2123 & AAC R4-28-301

- ☐ Timely Disclosure
- ☐ Late Disclosure
- ☐ Renewal Disclosure
- ☐ Original Salesperson/Broker Application Disclosure
- ☐ Pre-determination

PUBLIC REPORT

ARS §32-2183

- ☐ Subdivision Application
- ☐ Unsubdivided Land Application
- ☐ Timeshare Application
- ☐ Membership Campground Application
- ☐ Certificate of Authority to Operate a Cemetery

ENTITY

ARS §32-2125 & AAC R4-28-302

- ☐ Corporation (CO)
- ☐ Partnership (PA)
- ☐ Limited Liability Company (LC)

EDUCATION

AAC R4-28-301

- ☐ School Owner / Administrator
- ☐ Instructor

1. Certified Documents:

DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS IT NULLIFIES THE CERTIFICATION

CIVIL ACTION

ORDER, JUDGMENT OR ADVERSE DECISION INVOLVING FRAUD OR DISHONESTY; ORDER, JUDGMENT OR ADVERSE DECISION INVOLVING CONDUCT OF ANY BUSINESS/TRANSACTION IN: REAL ESTATE, CEMETERY, TIME-SHARE, OR MEMBERSHIP CAMPING.

1. Provide the following CERTIFIED Documents as they apply from the Court:

- Complaint and/or Amended Complaint
- Judgment
- Satisfaction of Judgment
- If record has been purged, destroyed or is no longer available, attach an official statement/letter from the court or agency stating the reason the document is no longer available

2. Submit a signed, dated "DETAILED" statement (for "EACH SEPARATE OFFENSE") written by you. Add the following in your statement, if it applies to your conviction, judgment, restriction, disciplinary action, civil judgment, or Recovery Fund Payment:

- Detail of Action or Claim
- Judgment AND Judgment Date
- Court Name & Location
- Classes AND Total Monetary Damages

Match each statement with the corresponding Certified documents before submitting.

CRIMINAL OFFENSE

CONVICTION FOR ANY AND ALL MISDEMEANOR OR FELONY OR DEFERRAL OF A JUDGEMENT OR SENTENCING FOR A MISDEMEANOR OR FELONY OFFENSE

1. Provide the following CERTIFIED Documents as they apply from the Court:

- Judgment/Sentencing document or Deferral document, and Plea Agreement
- Order of Dismissal from Probation (Felonies)
- Order Expunging, Dismissing, or Vacating a Conviction and Restoring Civil Rights
- If Record has been purged, destroyed or is no longer available, attach an official statement/letter from the court or agency stating the reason that the document is no longer available

2. Submit a signed, dated "DETAILED" statement (for "EACH SEPARATE OFFENSE") written by you. Add the following in your statement, if it applies to your conviction, judgment, restriction, disciplinary action, civil judgment, or Recovery Fund Payment:

- Detail of Action or Claim
- Judgment AND Judgment Date
- Court Name AND Location

Match each statement with the corresponding Certified documents before submitting.

DISCIPLINARY ACTION

RESTRICTION, SUSPENSION, REVOCATION, CIVIL PENALTY IMPOSED UNDER THE LICENSE; AND/OR DENIAL OF A: PROFESSIONAL LICENSE, OCCUPATIONAL LICENSE, REGISTRATION CURRENTLY OR PREVIOUSLY HELD; ORDER, JUDGMENT OR DECREE: PERMANENTLY OR TEMPORARILY ENJOINING FROM ENGAGING OR CONTINUING ANY CONDUCT OR PRACTICE IN CONNECTION WITH THE SALE OR PURCHASE OF: REAL ESTATE, CEMETERY, TIME-SHARE, MEMBERSHIP CAMPING; SECURITIES; INVOLVING: CONSUMER FRAUD; VIOLATION OF RACKETEERING LAWS; PAYMENT FROM A RECOVERY FUND; OR PAYMENT FROM A FUND OF LAST RESORT.

1. Provide the following CERTIFIED Documents as they apply:

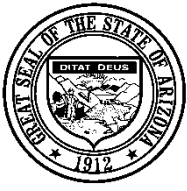
- Final Administrative Order
- Consent or Settlement Agreement
- License History from any agency where a professional license is/was held involving any action on the license
- Documents that show detail of case

2. Submit a signed, dated "DETAILED" statement (for "EACH SEPARATE OFFENSE") written by you. Add the following if it applies to your conviction, judgment, restriction, disciplinary action, civil judgment, or Recovery Fund Payment:

- Detail of Action or Claim
- Judgment AND Judgment Date

Match each statement with the corresponding Certified documents before submitting.

IN ADDITION TO THE ABOVE, PLEASE INCLUDE EVERYTHING ON THE BACK OF THIS FORM →



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**PLEASE INCLUDE THE FOLLOWING IN ADDITION TO THE
CERTIFIED DOCUMENTS & DETAILED STATEMENT ON PAGE 1**

2. Three (3) written, signed and dated character reference letters:

- Include contact information from individuals, 18 years or older, not related by blood or marriage, that have known the applicant for more than one (1) year. Each reference letter shall be dated and no more than **SIX (6) MONTHS** from the date the application is submitted to the Department and include the writer's name, address, and telephone number. Reference letters may not be duplicates. No Form letters will be accepted. **Department of Public Safety reference letters will not be accepted.** Emails printed out that are not signed will not be accepted.

3. Ten (10) year Work History

- Include the Employer's name, address, supervisor's name and telephone, dates of employment and position held (include all periods of employment). A print out from the ADRE Public Database will not be accepted.

4. "Valid" Fingerprint Clearance Card from Department of Public Safety ("FCC")

- Contact DPS at 602-223-2000 for electronic processing.
- ADRE requires a valid FCC upon application for original licensure and application for renewal when disclosing a criminal conviction that has not previously been disclosed to or reviewed by the ADRE. If you currently have a suspended FCC, you will be required to obtain a Valid FCC through DPS.

**ALL disclosures must be submitted:
IN PERSON - Monday through Friday before 4 pm
OR
US MAIL - Check/Money Order payable to ADRE**

INCOMPLETE PACKAGES WILL BE RETURNED UNPROCESSED