



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



Welcome to Arizona!

Individuals Seeking Licensure Through Out-of-State License Recognition Must:

- Be an Arizona resident
- Currently licensed in another state for at least one year
- Have completed approved real estate education in the other state
- Passed a real estate license examination in another state
- 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.

Real Estate Salesperson License (Documents to Submit)

Original Salesperson Application & Fee (Pearson Vue will provide the application once the examination has been completed). Apply for a license within 1 year from the date of passing the State Specific examination. Include the Original Arizona Exam Score Report(s) with your application packet. Out-of-State License Recognition application packets can be submitted through the [Licensee Login](#).

6 hour Contract Writing Course Certificate

Proof of Legal Presence (Copy front and back)

An original certified license history from the other state where a license is held for at least one year (Required by Pearson Vue at the time the exam is scheduled)

Proof of Arizona residency (A.R.S. § 43-104)

[Arizona Residency Attestation](#)

[Disciplinary Actions Disclosure Form \(LI-214/244\)](#)

Valid/current DPS issued AZ Fingerprint Clearance Card (Copy front and back)

[Disclosure Document Checklist Form \(LI-400\)](#) *if applicable

Hire on with a Broker at time of application as a Salesperson & Fee ([complete Salesperson/Associate Broker Change Form LI-202](#)), or hire on after licensing online for a reduced fee. The Designated Broker must access the ADRE online system to approve the hire prior to the licensee being legal to work.

Visit the ADRE website at
www.azre.gov

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



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



Welcome to Arizona!

Real Estate Broker License (Documents to Submit)

Original Salesperson Application & Fee (Pearson Vue will provide the application once the examination has been completed). Apply for a license within 1 year from the date of passing the State Specific examination. Include the Original Arizona Exam Score Report(s) with your application packet. Out-of-State License Recognition application packets can be submitted through the [Licensee Login](#).

Broker Management Clinic Course Certificate

Proof of Legal Presence (Copy front and back)

An original certified license history from the other state where a license is held for at least one year (Required by Pearson Vue at the time the exam is scheduled)

Proof of Arizona residency (A.R.S. § 43-104)

[Arizona Residency Attestation](#)

[Disciplinary Actions Disclosure Form \(LI-214/244\)](#)

Valid/current DPS issued AZ Fingerprint Clearance Card

[Disclosure Document Checklist Form \(LI-400\)](#) *if applicable

Valid/current AZ Fingerprint Clearance Card issued by DPS (Copy front and back)

[Broker Candidate Experience Verification form \(LI-226\)](#), plus substantiating documents. Must have an acceptable “valid through” date.

Associate Broker hire on with a Broker on line for a reduced fee, or complete [Salesperson/Associate Broker Change Form \(LI-202\)](#) and include fee. (See specifics below.) The Designated Broker must access the ADRE online system to approve the hire prior to the licensee being legal to work.

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ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

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

DOUGLAS A. DUCEY
GOVERNOR

LOUIS DETTORRE
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.
(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.

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

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 since your last license renewal **UNLESS**, the disclosure has been previously submitted in writing to ADRE **AND been approved**.

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 in any state, of ANY kind, denied, suspended, restricted, or revoked? (Driver's 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 a prior 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, forgery, theft, burglary, larceny, bribery, embezzlement, money laundering, extortion, 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	Has obtained a Certificate of Second Chance from the court for a judgment of guilt that was set aside pursuant to Title 13 Chapter 9.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Been convicted of a drug related offense that involves a violation of Title 13, Chapter 34 and/or 34.1, or an offense committed in another jurisdiction that has the same elements as an offense listed in Title 13, Chapter 34.1.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Had ANY <u>SUBDIVISION PUBLIC REPORT</u> or <u>REGISTRATION TO SELL</u> real estate, timeshares, cemetery lots, or campground memberships denied and/or suspended?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	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
12	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
13	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
14	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, sealed, 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
15	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, sealed, 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
16	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
17	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 16, 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)

The LI-400 is a checklist used when applicants are required to answer "YES" to one or more questions on the LI-214/244.

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

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, set aside, pardon, sealed or Vacating a Conviction and Restoring Civil Rights
Any Certificates of Second Chance received from the court
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 RACKETERRING 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 ->



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

The LI-400 is a checklist used when applicants are required to answer "YES" to one or more questions on the LI-214/244.

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.

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.

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

- Contact DPS through their website at azdps.gov or by calling 602-223-2279 for current processing information.
- 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:

ELECTRONICALLY - Through the [Message Center](#) under the Disciplinary Actions Disclosure topic.

OR

IN PERSON - Monday through Friday before 4:30 pm

OR

US MAIL - Check/Money Order payable to ADRE

INCOMPLETE PACKAGES WILL BE RETURNED UNPROCESSED