

DOCUMENTS REQUIRED BY ADRE TO APPLY FOR LICENSURE:

REAL ESTATE SALESPERSON

- ◇ Original Salesperson Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Hire as a Salesperson online for free OR complete form LI-202 with fee.
- ◇ Contract Writing Course Certificate
- ◇ Disclosure Documentation* (if applicable)

REAL ESTATE BROKER

- ◇ Original Broker Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Original Broker Verification (LI-226)
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Sever as a Salesperson online for free OR complete form LI-202 with fee.
- ◇ Hire as a Designated Broker & Fee (Complete form LI-216)
- ◇ Hire as an Associate Broker online for free OR complete form LI- 202 with fee.
- ◇ Broker Management Clinic Certificate
- ◇ Disclosure Documentation* (if applicable)

MEMBERSHIP CAMPING or CEMETERY

- ◇ Original Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- ◇ Original Arizona State Specific Exam Score Report
- ◇ Proof of Legal Presence
- ◇ Disciplinary Actions Disclosure * (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Broker Candidate Experience Verification Form (LI-226) - for Brokers only
- ◇ Disclosure Documentation* (if applicable)

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

* see reverse side for details



Janice K. Brewer
Governor

Judy Lowe
Commissioner

Arizona Department of Real Estate
2910 N 44th Street
Phoenix, AZ 85018

Visit our website at

www.azre.gov

TEAM

“Together Everyone Achieves More”



OBTAINING AN ARIZONA REAL ESTATE LICENSE

REAL ESTATE
MEMBERSHIP CAMPING
CEMETERY

Arizona Department of Real Estate
www.azre.gov
Licensing Division

TO QUALIFY FOR A SALESPERSON'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
 - www.azre.gov
 - www.pearsonvue.com
 - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
 - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
 - Call (602)-223-2279
 - Fax request to (602)223-2947
 - Mail completed application to:
DPS
PO BOX 18290
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” real estate salesperson pre-licensing education through an ADRE approved school, and pass the school final examination.
- ◇ Register for and pass the State Exam.
 - To schedule go to www.pearsonvue.com or call 1-888-405-5776.
- ◇ Apply for a license within **1 year** from the date of passing the State Exam – see “Documents Required by ADRE to Apply for Licensure” on reverse side.



Scan all required documents using the message center at www.azre.gov

TO QUALIFY FOR A BROKER'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Proof of **3 years** actual full time experience as a salesperson or broker during the immediate **5 years preceding** application. A Broker Candidate Experience Verification Form (LI-226) completed by applicant's most recent Designated Brokers, or last Designated Broker(s), if inactive.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
 - www.azre.gov
 - www.pearsonvue.com
 - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
 - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
 - Call (602)-223-2279
 - Fax request to (602)223-2947
 - Mail completed application to:
DPS
PO BOX 18290
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate broker only).
- ◇ Register for and pass the State Exam.
 - To schedule go to www.pearsonvue.com or call 1-888-405-5776.
- ◇ Apply for license within **1 year** from the date of passing the State Exam and before Broker Experience Verification “valid through date” expires – see “Documents Required by ADRE to Apply for Licensure” on reverse side.

*DISCIPLINARY ACTIONS DISCLOSURE (LI214-244)

If answering “YES” to any question on the Disciplinary Actions Disclosure, please provide:

- ◇ A **detailed statement** with an original signature describing the facts and circumstances, including date, time and location for each incident/event.
- ◇ Documents identified on the Disclosure Document Checklist (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken.
- ◇ Any additional statements, certificates, or letters of recommendation to support your application.

DISCLOSURE SUBMITTALS ARE ACCEPTED MONDAY–FRIDAY BETWEEN THE HOURS OF 8AM to 4PM

EXAMPLES OF DISCLOSURES INCLUDE

- ◇ Felony Conviction(s)
- ◇ Misdemeanor DUI Conviction(s) - no more than 10 years old.
- ◇ 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
ARS §32-2123 (4) (5) pg. 15
AAC R4-28-301 pg. 97

LAW BOOKS ARE AVAILABLE AT www.azre.gov OR MAY PURCHASED AT THE ADRE

Please confirm that all required documentation is submitted for approval in one complete package.