

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 Residency
- ◇ Pre-licensure Education Certificate
- ◇ Original Licensure Questionnaire* (LI-214)
- ◇ DPS issued AZ Fingerprint Clearance Card
- ◇ Hire as a Salesperson & Fee (Complete form LI-202) or hire online for a reduced 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 Residency
- ◇ Original Broker Verification Form (LI-226)
- ◇ Pre-licensure Education Certificate
- ◇ Original Licensure Questionnaire* (LI-214)
- ◇ DPS issued Fingerprint Clearance Card
- ◇ Sever as a Salesperson & Fee (Complete form LI-202) or Sever online for free
- ◇ Hire as a Designated Broker & Fee (Complete form LI-201)
- ◇ Hire as an Associate Broker & Fee (Complete form LI- 202) or hire online for a reduced 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 Residency
- ◇ Original Licensure Questionnaire* (LI-214)
- ◇ DPS issued Fingerprint Clearance Card
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Original Broker 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

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(602) 771-7700

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(520) 628-6940

Visit our website at
www.azre.gov

Licensing Division
www.licensing@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 & Certification Questionnaire from:
 - 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 salesperson only).
- ◇ 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.

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 current or last (if inactive) Designated Broker.
- ◇ Obtain and review the Candidate Handbook & Certification Questionnaire from:
 - 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 Verification valid through date expires – see “Documents Required by ADRE to Apply for Licensure” on reverse side.

*QUESTIONNAIRE & DISCLOSURE DOCUMENTATION

If answering “YES” to any question on the questionnaire, you must provide:

- ◇ A **detailed statement** with your 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 against you.
- ◇ 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 ARE, BUT NOT LIMITED TO:

- ◇ Any Felony Conviction(s)
- ◇ Any 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 you.

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**

If any required documents are missing, your application will not be processed