



**Arizona Department of Real Estate (ADRE)**  
Development Services Division  
[www.azre.gov](http://www.azre.gov)

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GOVERNOR

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COMMISSIONER

PHOENIX OFFICE  
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PHOENIX, AZ 85018

**SONORA, MEXICO APPLICATION  
FOR  
ARIZONA SUBDIVISION PUBLIC REPORT**

For property located in Mexico, this application must be filed and an Arizona Public Report issued pursuant to A.R.S. §32-2181, et. seq., prior to the sale of subdivided lands as defined in A.R.S. §32-2101(56), unless an exemption has been issued pursuant to A.R.S. §32-2181.01.

**Persons with disabilities may request reasonable accommodations such as interpreters, alternative formats or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require special accommodations, please contact either office listed above.**

**SECTION I**

**INSTRUCTIONS AND GENERAL INFORMATION**

1. Review this section thoroughly prior to compiling the required documents in Section II and answering the questions in Section III of this application.
2. Secure all the required documents listed in Section II.
3. Answer all questions in Section III. If the applicant is unclear as to whether or not certain information requires disclosure, the information should be disclosed.
4. File the completed application with the ADRE together with the required documents. An initial fee of \$450.00 must accompany the application.

**An application will not be accepted for initial processing unless Section III has been completed and the \$450.00 fee is received. The application and all required documents must be submitted in English.**

5. Payment of all fees related to the application must be by check made payable to the Arizona Department of Real Estate.
6. One or more site inspections of the subdivision may be performed by the ADRE to verify, among other things, timely completion of improvements. Inspection costs, including travel and subsistence expenses, shall be paid by the applicant pursuant to A.R.S. §32-2182.
7. Pursuant to A.R.S. §32-2184, a change to the subdivision or the plan under which it is offered for sale or lease, may invalidate the public report and require application for and the issuance of an amended public report. Continuing sales or offers for sale or lease after any change without notifying the ADRE and obtaining an amended public report or an exemption may result in administrative action. This may include, but is not limited to suspended sales, voidable contract(s) and/or administrative penalties.
8. The applicant for the Arizona Public report shall submit as part of the application a prepared public report formatted draft on CD-RW, in accordance with the procedures shown in Exhibit B.

**SECTION II  
REQUIRED DOCUMENTS**

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS APPLICATION AND SHALL CONSTITUTE A PART THEREOF.

1. Copies of all municipal, state and federal approval documents required for the lawful sale of the property in Mexico. Include English translations of these documents.
2. A legible copy of recorded subdivision map no larger than 11" x 17" (27.94 x 43.18 centimeters) showing book, page and date of recording and approval by the State and/or municipality as applicable. (Lotification)
3. Title Report that is a true statement of the condition of title to the land issued after recordation of map, dated no more than 30 days prior to receipt by the Department of Real Estate.

Updated title reports may be required during the process of this application. Reports listing requirements may be rejected and updates required.

4. A legible copy of all recorded options, contracts of purchase, liens and encumbrances including documents that show applicant's ability to deliver title to each lot or unit sold free of the effect of the aforementioned documents, if not shown within said documents (individual lot release provisions).
5. A Copy of the Contract for Purchase to be used, describing conditions of sale and type of deed or other conveyance document to be used to convey property to purchaser. All agreements and contracts shall contain substantially the following language in large or bold print above the signature portion of such document:

**"THE DEVELOPER SHALL GIVE A PROSPECTIVE PURCHASER A COPY OF THE PUBLIC REPORT AND AN OPPORTUNITY TO READ AND REVIEW IT BEFORE THE PROSPECTIVE PURCHASER SIGNS THIS DOCUMENT."**

See Exhibit "A" to this application entitled, **CONTRACT DISCLOSURES**. Additional disclosures may be required as set forth in Exhibit "A".

6. Copies of recorded subdivision restrictions, recorded deed restrictions, contract restrictions or other restriction documents.
7. If the filing is for a condominium, a copy of all legal documents creating the condominium. If the condominium has not yet been legally created, provide documents that demonstrate and explain the protections in place, which assure the acquisition by purchasers of a legally created condominium.
8. Document(s) demonstrating legal and permanent access.
9. A Certificate of Good Standing issued by the Arizona Corporation Commission for each corporation (foreign or domestic) participating in this application as a principal, general partner, or joint venturer owning 10 percent or more. The date on the Certificate shall not be more than one (1) year from the date of the application.
10. If applicant is a trust beneficiary, limited liability company, partnership or joint venture, a copy of the legal documents creating same (partnership/joint venture agreement, articles of organization, operating agreements, trust agreements, etc.). Limited partnerships must provide evidence of registration with the Arizona Secretary of State's Office.
11. Authorization for any individual(s) signing on behalf of a corporation, limited liability company, partnership or owner (corporate resolution, partnership agreement, power-of-attorney, etc.), authorizing the signing of documents and correspondence related to the application.
12. A copy of documents, agreements or statements demonstrating that adequate financial or other arrangements acceptable to the Commissioner have been made for installation, completion and delivery of all improvements and facilities represented in the application. (See Section III, Question 16)
13. A draft Public Report prepared using the Department's Public Report template. The draft shall be prepared as a word document in Microsoft Word and in accordance with Exhibit "B". The draft shall be submitted on CD-RW along with one hard copy of the draft Public Report. The CD-RW should not be password or write protected. The Public Report draft on the CD-RW must include all exhibits that are referenced in the Report such as airport maps and title exceptions. **Do not make reference to an exhibit that cannot be imported into the Public Report draft.**

**SECTION III  
QUESTIONNAIRE - SUBDIVIDED LANDS**

**FAILURE TO ANSWER THE FOLLOWING QUESTIONS IN COMPLETE DETAIL WILL DELAY THE PROCESSING OF THE APPLICATION**

**1. APPLICANT INFORMATION (Subdivider):**

|                          |           |     |
|--------------------------|-----------|-----|
| NAME(S) (Last, First MI) |           |     |
| ADDRESS                  |           |     |
| EMAIL                    | TELEPHONE | FAX |

(a) If the subdivider is other than an individual, such as a corporation, partnership or trust:

|   |         |
|---|---------|
| NAME OF LEGAL ENTITY  |         |
| NAME AND ADDRESSES OF ALL OFFICERS, GENERAL PARTNERS, MEMBERS, TRUSTEES OR OTHER PERSONS WHO EXERCISE CONTROL OF THE ENTITY |         |
| Name  | Address |
|   |         |
|   |         |
|   |         |
|   |         |

(b) If the subdivider is a Subsidiary Corporation:

|                               |
|-------------------------------|
| NAME OF PARENT CORPORATION    |
| ADDRESS OF PARENT CORPORATION |

(c) **Each applicant for Public Report must complete a Disciplinary Actions Disclosure (LI-214 / 244) form.** If the applicant is not an individual but is an entity (e.g., a corporation, partnership, limited liability company or trust), answers must be provided by each of the partners, officers, members, beneficiaries, managers or managerial employees of the applicant entity, and any other individual or entity related to the applicant entity, to the extent any of the foregoing exercises control [as defined in A.R.S. §32-2101(18)] over the applicant entity or holds a 10% or greater interest in the applicant entity.

If you answer “yes” to any question, please provide a signed, detailed statement describing the facts and circumstances, including the date, time and location of the incident or event. You must also provide supporting documentation identified on Department’s **Disclosure Document Checklist (Form LI-400)**, as provided in A.A.C. R4-28-301, in order for your application to be considered complete. The Department’s Licensing Forms are available on-line at the Department’s website, [www.azre.gov](http://www.azre.gov).

**2. SUBDIVISION NAME**

|  |
|--|
| LEGAL NAME OF SUBDIVISION, as shown in the legal creating documents of the subdivision |
| MARKETING OR PROMOTIONAL ACTIVITY NAME, if different from above                        |

**3. LOTS OR UNITS**

|   |
|---|
| LIST ALL LOTS OR UNITS INCLUDED IN THIS APPLICATION |
|---|

**4. SUBDIVISION MAP INFORMATION**

|   |                 |          |        |
|---|-----------------|----------|--------|
| RECORDED/REGISTERED IN  | MUNICIPALITY OF | STATE OF | MEXICO |
| GROSS ACREAGE IN ENTIRE SUBDIVISION   |                 |          |        |
| WHAT IS THE NUMBER OF <input type="checkbox"/> LOTS, <input type="checkbox"/> UNITS, <input type="checkbox"/> PARCELS or <input type="checkbox"/> TRACTS WITHIN THE ENTIRE SUBDIVISION? |                 |          |        |
| ARE CORNERS PERMANENTLY STAKED? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                 |          |        |
| EXPLAIN METHOD OF STAKING   |                 |          |        |

**5. SUBDIVISION LOCATION**

|   |
|---|
| EXACT STREET LOCATION, MUNICIPALITY AND STATE   |
| DRIVING DIRECTIONS (BEST ROUTE) TO THE SUBDIVISION, including miles & direction from the nearest town |

**6. SUBDIVISION CHARACTERISTICS**

|   |
|---|
| DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE SUBDIVISION; i.e. level, rocky, loose soil, washes, arroyos, canyons, etc.   |
| IS THE SUBDIVISION SUBJECT TO:<br>a) ANY KNOWN FLOODING OR DRAINAGE PROBLEMS? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>b) DOWNSTREAM FROM ANY EXISTING FLOOD STRUCTURE/DAM? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF ANSWERED "YES" ABOVE, DESCRIBE AND EXPLAIN WHAT PROTECTIONS HAVE BEEN PROVIDED   |
| ARE THE SUBDIVISION LOTS SUBJECT TO SUBSIDENCE OR EXPANSIVE SOILS? <input type="checkbox"/> Yes <input type="checkbox"/> No   |

**7. ADJACENT LANDS** When answering the following question, the Department recommends the applicant research within two (2) miles of the subdivision for unusual safety factors and five (5) miles for factors that may cause a nuisance or adversely affect lot owners. The disclosures should not be limited to those examples listed in the question.

|   |
|---|
| ARE THERE ANY EXISTING AND PROPOSED LAND USES ADJACENT TO AND/OR IN THE VICINITY, such as apartments schools, commercial subdivision, churches, parks or other uses, INCLUDING BUT NOT LIMITED TO ANY UNUSUAL SAFETY FACTORS AND USES THAT MAY CAUSE A NUISANCE OR ADVERSELY AFFECT LOT OWNERS WITHIN OR NEAR THE SUBDIVISION, such as shooting ranges, active or abandoned mines, freeways, sewer plants, railroads, canals, landfills, or any unusual or unpleasant odors, noises, pollutants, cultivation and related dust, agricultural burning, application of pesticides, irrigation and drainage or other effects? |
|---|

**NOTE: Upon review of the answers above additional information and/or requirements may be requested**

**8. ELECTRICITY**

|   |
|---|
| ARE ELECTRIC FACILITIES AVAILABLE TO THIS SUBDIVISION? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF YES, PROVIDE THE SERVICE PROVIDER (COMPANY) INFORMATION<br>NAME _____ TELEPHONE _____   |
| WHERE ARE THE FACILITIES LOCATED IN THIS SUBDIVISION? Distance from the farthest lot included in this application   |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION OF THE FACILITIES TO THE LOT LINES?  |
| ESTIMATED COMPLETION DATE OF THE FACILITIES TO THE LOT LINES (MM/DD/YYYY)   |
| ARE THE FACILITIES CONDUIT ONLY? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF CONDUIT ONLY, EXPLAIN HOW AND WHEN THE FACILITIES WILL BE COMPLETED AND WHO IS RESPONSIBLE FOR THE COSTS  |
| WHAT ARE THE ESTIMATED COSTS THAT A LOT PURCHASER WILL HAVE TO PAY FOR THE COMPLETION OF THE FACILITIES TO PURCHASER:<br>a) LOT LINE? \$ _____ (DOLLARS)<br>b) FROM THE LOT LINE TO THE PURCHSER DWELLING? \$ _____ (DOLLARS)                                   |
| ARE THERE ANY OTHER CHARGES/REQUIREMENTS THAT THE PURCHASER MAY BE RESPONSIBLE FOR UPON COMPLETION OF THE FACILITIES TO RECEIVE POWER? i.e. Current service charges, current hook-up fees, current turn-on fees, meter fees, wire pulling through conduit, etc. |

**9. TELEPHONE**

|   |
|---|
| ARE THERE TELEPHONE FACILITIES AVAILABLE TO THIS SUBDIVISION? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF YES, PROVIDE THE SERVICE PROVIDER (COMPANY) INFORMATION<br>NAME _____ TELEPHONE _____  |
| WHERE ARE THE FACILITIES LOCATED IN THIS SUBDIVISION? Distance from the farthest lot included in this application   |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION OF THE FACILITIES TO THE LOT LINES?  |
| ESTIMATED COMPLETION DATE OF THE FACILITIES TO THE LOT LINES (MM/DD/YYYY)   |
| ARE THE FACILITIES CONDUIT ONLY? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF CONDUIT ONLY, EXPLAIN HOW AND WHEN THE FACILITIES WILL BE COMPLETED AND WHO IS RESPONSIBLE FOR THE COSTS  |
| WHAT ARE THE ESTIMATED COSTS THAT A LOT PURCHASER WILL HAVE TO PAY FOR THE COMPLETION OF THE FACILITIES TO PURCHASER:<br>a) LOT LINE? \$ _____ (DOLLARS)<br>b) FROM THE LOT LINE TO THE PURCHSER DWELLING? \$ _____ (DOLLARS)                                   |
| ARE THERE ANY OTHER CHARGES/REQUIREMENTS THAT THE PURCHASER MAY BE RESPONSIBLE FOR UPON COMPLETION OF THE FACILITIES TO RECEIVE POWER? i.e. Current service charges, current hook-up fees, current turn-on fees, meter fees, wire pulling through conduit, etc. |

**10. NATURAL GAS**

|   |
|---|
| ARE THERE NATURAL GAS FACILITIES AVAILABLE TO THIS SUBDIVISION? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF YES, PROVIDE THE SERVICE PROVIDER (COMPANY) INFORMATION<br>NAME _____ TELEPHONE _____          |
| WHERE ARE THE FACILITIES LOCATED IN THIS SUBDIVISION? Distance from the farthest lot included in this application   |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION OF THE FACILITIES TO THE LOT LINES?  |
| ESTIMATED COMPLETION DATE OF THE FACILITIES TO THE LOT LINES (MM/DD/YYYY)   |
| ARE THE FACILITIES CONDUIT ONLY? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF CONDUIT ONLY, EXPLAIN HOW AND WHEN THE FACILITIES WILL BE COMPLETED AND WHO IS RESPONSIBLE FOR THE COSTS                      |
| WHAT ARE THE ESTIMATED COSTS THAT A LOT PURCHASER WILL HAVE TO PAY FOR THE COMPLETION OF THE FACILITIES TO PURCHASER:<br>a) LOT LINE? \$ _____ (DOLLARS)<br>b) FROM THE LOT LINE TO THE PURCHSER DWELLING? \$ _____ (DOLLARS) |
| ARE THERE ANY OTHER CHARGES/REQUIREMENTS THAT THE PURCHASER MAY BE RESPONSIBLE FOR UPON COMPLETION OF THE FACILITIES TO RECEIVE POWER? i.e. Current service charges, current hook-up fees, current turn-on fees, meter fees.  |

**11. WATER**

|   |
|---|
| IS A DOMESTIC WATER SUPPLY AVAILABLE TO THIS SUBDIVISION? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF YES, PROVIDE THE SERVICE PROVIDER (COMPANY) INFORMATION<br>NAME _____ TELEPHONE _____  |
| HOW WILL THE WATER SUPPLY BE PROVIDED?<br><input type="checkbox"/> MUNICIPAL SYSTEM <input type="checkbox"/> IMPROVEMENT DISTRICT <input type="checkbox"/> CO-OP <input type="checkbox"/> PRIVATE WELL<br><input type="checkbox"/> IRRIGATION DISTRICT <input type="checkbox"/> PRIVATE WATER COMPANY <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> WATER HAULER<br><input type="checkbox"/> OTHER |
| <b>IF PRIVATE WELL OR WATER HAULING WILL BE THE SOURCE OF DOMESTIC WATER, SKIP TO SECTION 12</b>  |
| WHERE ARE THE FACILITIES LOCATED IN THIS SUBDIVISION? Distance from the farthest lot included in this application   |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION OF THE FACILITIES TO THE LOT LINES?  |
| ESTIMATED COMPLETION DATE OF THE FACILITIES TO THE LOT LINES (MM/DD/YYYY)   |
| WILL FIRE HYDRANTS BE INSTALLED? <input type="checkbox"/> Yes <input type="checkbox"/> No IF "YES" WHEN? (MM/DD/YYYY)   |
| WHAT ARE THE ESTIMATED COSTS THAT A LOT PURCHASER WILL HAVE TO PAY FOR THE COMPLETION OF THE FACILITIES TO PURCHASER:<br>a) LOT LINE? \$ _____ (DOLLARS)<br>b) FROM THE LOT LINE TO THE PURCHSER DWELLING? \$ _____ (DOLLARS)   |
| ARE THERE ANY OTHER CHARGES/REQUIREMENTS THAT THE PURCHASER MAY BE RESPONSIBLE FOR UPON COMPLETION OF THE FACILITIES TO RECEIVE POWER? i.e. service charges, hook-up fees, turn-on fees, meter fees, subdivision fees, etc.   |
| WHO WILL BE RESPONSIBLE FOR THE MAINTENANCE OF THE WATER LINES OUTSIDE THE SUBDIVISION?   |



**14. INDIVIDUAL ON-SITE WASTEWATER TREATMENT SYSTEMS**

|   |
|---|
| DESCRIBE THE TYPE OF INDIVIDUAL ON-SITE WASTEWATER TREATMENT SYSTEM LOT PURCHASERS WILL BE REQUIRED TO INSTALL.   |
| DESCRIBE ALL THE REQUIREMENTS AND COSTS INVOLVED TO INSTALL AN OPERATIONAL INDIVIDUAL ON-SITE WASTE TREATMENT SYSTEM. (Include all governmental licensing/permitting requirements and their costs; equipment and all other necessary costs) |
| IF AN OPERATIONAL INDIVIDUAL SEWAGE DISPOSAL SYSTEM CANNOT BE INSTALLED, WILL THE LOT PURCHASER BE OFFERED A REFUND OF THE PURCHASE PRICE? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| IF "YES" EXPLAIN ANY CONDITION OR RESTRICTIONS INVOLVING THE REFUND.  |

**15. ACCESS STREETS AND ROADS**

|  |
|--|
| IS LEGAL AND PERMANENT ACCESS PROVIDED TO THE SUBDIVISION, LOTS WITHIN THE SUBDIVISION, OVER TERRAIN, WHICH MAY BE TRAVERSED BY CONVENTIONAL TWO-WHEEL DRIVE AUTOMOBILES AND EMERGENCY VEHICLES?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|

**EXTERIOR STREET(S)**

|  |
|--|
| ARE THE EXTERIOR STREET(S) PROVIDING ACCESS TO THE SUBDIVISION A DEDICATED<br><input type="checkbox"/> FEDERAL, <input type="checkbox"/> STATE OR <input type="checkbox"/> MUNICIPAL ROADWAY?  |
| IS THE EXTERIOR STREET(S) PRIVATE? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| IF "YES" DESCRIBE WHAT PROVISIONS HAVE BEEN MADE TO ASSURE PURCHASERS OF A LEGAL RIGHT TO USE THE PRIVATE ACCESS STREET(S).  |
| IS EXTERIOR STREET(S) COMPLETE? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Note: If any improvements to existing exterior streets are to be completed by subdivider or others, the streets are not considered complete. |
| WHO IS RESPONSIBLE FOR THE COMPLETION?   |
| ESTIMATED COMPLETION DATE (MM/DD/YYYY)   |
| WHAT TYPE OF SURFACING?  |
| WHAT ARE THE COSTS THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET COMPLETION?  |
| WHO IS RESPONSIBLE FOR THE STREET MAINTENANCE?   |
| IF THE MUNICIPALITY OF THE STATE IS TO MAINTAIN THE STREET(S), WHEN WILL IT BE ACCEPTED FOR MAINTENANCE?   |
| WHAT IS THE COST THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET MAINTENANCE?   |



**INTERIOR STREET(S)**

|  |
|--|
| ARE THE INTERIOR STREETS PRIVATE? <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| WHO IS RESPONSIBLE FOR THE COMPLETION?   |
| ESTIMATED COMPLETION DATE (MM/DD/YYYY)   |
| WHAT TYPE OF SURFACING?  |
| WHAT ARE THE COSTS THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET COMPLETION?              |
| WHO IS RESPONSIBLE FOR THE STREET MAINTENANCE?   |
| IF THE MUNICIPALITY OF THE STATE IS TO MAINTAIN THE STREET(S), WHEN WILL IT BE ACCEPTED FOR MAINTENANCE? |
| WHAT IS THE COST THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET MAINTENANCE?               |

**NOTE: Support letters from a title insurance company or professional engineer may be required to demonstrate permanent and legal access to the subdivision. See Rule R4-28-A1207 for assistance.**

**16. FLOOD AND DRAINAGE**

|   |
|---|
| WILL THERE BE FLOOD DRAINAGE FACILITIES INSTALLED? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION?   |
| ESTIMATED COMPLETION DATE (MM/DD/YYYY)  |
| WHAT TYPE OF SURFACING?   |
| WHAT ARE THE COSTS THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET COMPLETION?                 |
| WHO IS RESPONSIBLE FOR THE STREET MAINTENANCE?  |
| IF THE MUNICIPALITY OF THE STATE IS TO MAINTAIN THE STREET(S), WHEN WILL IT BE ACCEPTED FOR MAINTENANCE?    |
| WHAT IS THE COST THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARDS THE STREET MAINTENANCE?                  |

**17. ADDITIONAL SUBDIVISION FACILITIES**

|   |
|---|
| LIST ALL OTHER SUBDIVISION FACILITIES TO BE INCLUDED IN THE SUBDIVISION OFFERING INCLUDING BUT NOT LIMITED TO ALL COMMON, COMMUNITY AND/OR RECREATIONAL FACILITIES. |
| WHO WILL BE RESPONSIBLE FOR THE COMPLETION OF THE ABOVE FACILITIES?   |
| ESTIMATED COMPLETION DATE (MM/DD/YYYY)  |
| WHO IS RESPONSIBLE FOR THE MAINTENANCE OF THE ABOVE FACILITIES?   |
| WHAT IS THE COST THE LOT PURCHASER WILL BE REQUIRED TO PAY TOWARD THE MAINTENANCE OF THE ABOVE FACILITIES?  |

**NOTE: If the facilities listed in Questions 8 through 17 above are to be completed for specific lots in phases, describe your phased schedule of completion giving the lots in each phase and the estimated completion dates on a separate sheet. Inspections will be made to verify completion in accordance with your schedule of completion.**

**18. ASSURANCE FOR COMPLETION AND MAINTENANCE OF SUBDIVISION FACILITIES**

|  |
|--|
| WHAT ARRANGEMENTS HAVE BEEN MADE TO ASSURE THE COMPLETION AND DELIVERY OF THE FACILITES LISTED IN SECTIONS 8 THORUGH 16? |
| WHAT ARRANGEMENTS HAVE BEEN MADE TO ASSURE THE MAINTENANCE OF THE FACILITES LISTED IN SECTIONS 8 THORUGH 16?             |

**19. REFUSE COLLECTION**

|  |
|--|
| HAVE PROVISION BEEN MADE FOR REFUSE COLLECTION? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| IF YES, PROVIDE THE SERVICE PROVIDER NAME AND COST TO THE PURCHASER  |
| IF NO, WHAT MUST THE LOT PURCHASER DO TO DISPOSE OF REFUSE? (Include location of nearest authorized transfer station, landfill, dump, etc., and all costs involved.) |

**20. FIRE PROTECTION**

|   |
|---|
| IS FIRE PROTECTION AVAILABLE TO THE SUBDIVISION? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF YES, PROVIDE THE SERVICE PROVIDER NAME AND COST TO THE PURCHASER                                       |

**21. SUBDIVISION USE AND RESTRICTIONS:**

|  |
|--|
| DO YOU PLAN TO <input type="checkbox"/> SELL OR <input type="checkbox"/> LEASE:<br><input type="checkbox"/> LOTS WITH DWELLINGS <input type="checkbox"/> VACANT LOTS <input type="checkbox"/> CONDOMINIUMS |
| PROVIDE A FULL DISCLOSURE OF THE CONDITIONS/PROVISIONS WHICH MAY LIMIT THE USE OR OCCUPANCY OF THE PROPERTY OFFERED IN THIS APPLICATION. PLEASE STATE IF NONE OTHER THAN NORMAL RESTRICTIONS (CC&Rs).      |

**22. SALES**

|  |
|--|
| DESCRIBE HOW THE SALES WILL BE MADE AND THE MANNER BY WHICH TITLE RIGHT OR INTEREST CONTRACTED FOR IS TO BE CONVEYED TO THE PURCHASER?     |
| WHERE WILL THE PURCHASER'S DEPOSIT AND EARNEST MONIES BE DEPOSITED AND HELD?   |
| CAN SUCH MONIES BE USED PRIOR TO CLOSE OF ESCROW? <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| WHEN AND UNDER WHAT CONDITIONS WILL SUCH MONIES BE RELEASED?   |
| WHEN WILL THE LOT PURCHASER BE PERMITTED TO USE AND OCCUPY HIS/HER DWELLING?   |
| WILL THE PURCHASER'S INTEREST BE RECORDED IN THE PUBLIC REGISTRY? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF YES WHEN? |
| WILL THE PURCHASER RECEIVE TITLE FREE AND CLEAR OF ALL LIENS? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF NO EXPLAIN:   |

**NOTE: YOUR ANSWERS ABOVE MUST BE IN CONFORMANCE WITH THE DOCUMENTS SUBMITTED UNDER REQUIRED DOCUMENT NO. 5, SECTION II.**

**ARIZONA REAL ESTATE BROKER INFORMATION RESPONSIBLE FOR THE SALES (IF ANY)**

|   |           |     |
|---|-----------|-----|
| NAME  | LICENSE # |     |
| ADDRESS   |           |     |
| EMAIL   | TELEPHONE | FAX |
| IF NONE EXPLAIN WHY:  |           |     |
| If subdivider is a broker or a salesperson, Commissioner's Rule R4-28-1101 (E) provides, "Licensee shall not act as a principal, directly or indirectly, in a real estate transaction without informing the other parties to the transaction, in writing and prior to or concurrent with any binding agreement, that he or she has a real estate license and is acting as a principal." |           |     |

**LOCATION OF THE SUBDIVISION SALES RECORDS**

|                   |           |     |
|-------------------|-----------|-----|
| NAME OF CUSTODIAN |           |     |
| PHYSICAL ADDRESS  |           |     |
| EMAIL             | TELEPHONE | FAX |

**23. PROPERTY TAXES AND ASSESSMENTS**

|   |
|---|
| ARE THERE ANY PROPERTY TAXES, SPECIAL ASSESSMENTS OR FEES TO BY PAID BY THE PURCHASER? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>IF "YES" EXPLAIN |
|---|

**24. PROPERTY OWNER'S ASSOCIATIONS**

|  |
|--|
| IS THERE AN ASSOCIATION? <input type="checkbox"/> Yes <input type="checkbox"/> No                                    |
| IF YES, PROVIDE THE NAME OF THE ASSOCIATION  |
| PROPERTY OWNERS WILL BE REQUIRED TO PAY ASSESSMENTS IN THE AMOUNT OF \$ _____ PER _____                              |
| IS THE ABOVE ASSOCIATION(S) LEGALLY FORMED AND OPERATIONAL? <input type="checkbox"/> Yes <input type="checkbox"/> No |

**AFFIDAVIT OF APPLICANT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_  
Subdivision Name

RE: \_\_\_\_\_

I hereby certify under penalty that the statements contained in this application constitute notice of intention to sell or lease subdivided lands, and that the statements together with any documents submitted herewith are full, true, complete and correct.

I further affirm and swear that I will not, over any period of time or by any means, resubdivide any of the herein described lots or dispose of or offer to dispose of subdivided lands not contained in the public report, without first complying with the provisions of A.R.S. §32-2181 et seq., and that I will notify the Department of Real Estate of any change to the information in this application.

I hereby represent that as the owner of the above mentioned subdivision, I will not place or allow to be placed any mortgages or liens on the property other than those already in existence as of this date, copies of which have been furnished to the Arizona Department of Real Estate as a part of the application for the subdivision, unless the Department is notified of the placement of any new mortgage or lien.

I further certify that, if this application has not been submitted on the standard form prepared by the Arizona Department of Real Estate, applicant agrees that the Department may take any action deemed necessary to ensure compliance with the subdivision laws if, after issuing a public report, the Department discovers errors, omissions or deficiencies in the application or public report based on the application. The applicant further agrees to completely indemnify the Department, the State of Arizona, its agents and employees from any and all liability caused, in whole or in part, by use of a nonstandard form.

I am duly authorized to prepare and am the person responsible for the content of this application and accompanying public report.

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Name

\_\_\_\_\_

Title or Office

\_\_\_\_\_

Signature

This instrument subscribed to and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, in witness  
whereof I set my hand and official seal.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

**APPLICATION MUST BE SIGNED AND SWORN TO, BEFORE A NOTARY PUBLIC, BY ALL SUBDIVIDERS PRIOR TO ISSUANCE OF THE PUBLIC REPORT.**

EXHIBIT "A"

CONTRACT DISCLOSURES

- A. Any agreement or contract for purchase or lease shall contain substantially the following language in large or bold print above the signature portion of such document.

**"THE DEVELOPER SHALL GIVE A PROSPECTIVE PURCHASER A COPY OF THE PUBLIC REPORT AND AN OPPORTUNITY TO READ AND REVIEW IT BEFORE THE PROSPECTIVE PURCHASER SIGNS THIS DOCUMENT".**

- B. Any agreement or contract for the purchase or lease of an unimproved (vacant) lot or parcel shall contain substantially the following language in large or bold print above the signature portion of such document:

**"THE PURCHASER OR LESSEE HAS THE LEGAL RIGHT TO RESCIND (CANCEL) THIS AGREEMENT WITHOUT CAUSE OR REASON OF ANY KIND AND TO THE RETURN OF ANY MONEY OR OTHER CONSIDERATION BY SENDING OR DELIVERING A WRITTEN NOTICE OF RESCISSION TO THE SELLER OR LESSOR BY MIDNIGHT OF THE SEVENTH CALENDAR DAY FOLLOWING THE DAY THE PURCHASER OR LESSEE EXECUTED THE AGREEMENT. IF THE PURCHASER OR LESSEE DOES NOT INSPECT THE LOT OR PARCEL BEFORE THE EXECUTION OF THE AGREEMENT, THE PURCHASER OR LESSEE SHALL HAVE SIX MONTHS TO INSPECT THE LOT OR PARCEL AND AT THE TIME OF INSPECTION SHALL HAVE THE RIGHT TO UNILATERALLY RESCIND THE AGREEMENT."**

An adequate opportunity to exercise the seven (7) day right of rescission shall be provided by disclosing conspicuously the complete current name and address of seller on the face of all agreements and contracts.

- C. Any agreement or contract for sale or lease shall conspicuously disclose the nature of the document at or near the top of the document.
- D. Any agreement or contract for the sale or lease of a lot in a subdivision where down payment, earnest money deposit or other advanced money, if any, is paid directly to the seller and not placed in a neutral escrow depository shall conspicuously disclose this fact within the document, and the purchaser shall sign or initial this provision indicating approval in the space adjacent to or directly below the disclosure in the purchase contract or agreement of sale. The following disclosure shall be written in large or bold print and shall be included in the public report, purchase contract, and agreement of sale:

**"PROSPECTIVE PURCHASERS ARE ADVISED THAT EARNEST MONEY DEPOSITS, DOWN PAYMENTS AND OTHER ADVANCED MONEY WILL NOT BE PLACED IN A NEUTRAL ESCROW. THIS MONEY WILL BE PAID DIRECTLY TO THE SELLER AND MAY BE USED BY THE SELLER. THIS MEANS THE PURCHASER ASSUMES A RISK OF LOSING THE MONEY IF THE SELLER IS UNABLE OR UNWILLING TO PERFORM UNDER THE TERMS OF THE PURCHASE CONTRACT."**

- E. See A.R.S. §32-2185.01 and 32-2185.06 for additional information relating to sales and contract disclosures.

## **EXHIBIT "B"**

The applicant for the Arizona Public Report shall submit, as part of the application package, a typed Public Report on CD-RW. The following requirements and stipulations apply.

1. The report must be prepared from the Public Report template provided by the ADRE. (Microsoft Word 2000 or earlier).
2. The report must be prepared as a Word document in Word 2000 or earlier along with a printout in hard copy.
3. All exhibits required for the report must be on the CD-RW.
4. All references to leases should be deleted if no leasing is proposed.
5. Statements on the report must be provided in concise, plain English language and must disclose all pertinent facts.

After review of the application, the ADRE will correct or amend the report as required and provide a copy of the issued report either by mail or email. The issued report will be posted on the ADRE's website at [www.azre.gov](http://www.azre.gov). Any future amendments to the report will be issued by the ADRE based on application from the Developer and an updated CD-RW containing the amended public report draft.

### **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