

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
BRANCH OFFICE PACKET INSTRUCTIONS**

Submit this packet by; mail, in person or scan to entityupdates@azre.gov for review and processing. If scanned, a specialist will contact you for a credit card payment over the phone.

- **Open a Branch Office**

DO NOT SUBMIT THIS PACKET FOR - Agent personal information changes or branch manager changes submit Salesperson/Associate Change Form. For business address changes or business information updates – Submit Employing Broker Change Form for these changes. Business address changes cannot be processed online.

FEE - FEES MAY CHANGE WITHOUT NOTICE - Visit our website at www.azre.gov to view a current fee schedule. Fee determined by Designated Broker's expiration date.

- **CLOSING A BRANCH OFFICE** - Designated broker must submit a letter stating the branch office will close with Employing Broker Change Form (LI-201). Submit form (LI-202) to make appropriate changes to the branch manager. In office fees required. Process this request online by severing agents or transferring all agents to the main or another branch office. The online system will automatically prompt DB to close office.
- **SALESPERSON APPOINTED AS BRANCH MANAGER** - A Designated Broker or Sole Proprietor may not delegate authority to a salesperson as branch manager to perform acts for which a broker's license is required. A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. The salesperson branch manager may be a signer on a branch office account. Salespersons who act as Branch Managers have LIMITED authority.
- **ASSOCIATE BROKER APPOINTED AS BRANCH MANAGER** - A Designated Broker or Sole Proprietor may delegate full authority to an associate broker to manage a branch office, including signing commission checks. The delegated broker may be a signatory on a broker trust account connected to the business generated by the office managed by the associate broker. The associate broker may also sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespersons and associate brokers. Associate Brokers who act as a Branch Manager may have either LIMITED or FULL authority as duly appointed by the Designated Broker. This authority does not relieve the Designated Broker responsibility.

SALESPERSON OR ASSOCIATE BROKER CHANGE FORM INFORMATION

SALESPERSONS AND ASSOCIATE BROKERS ADDING OR REMOVING BRANCH MANAGER STATUS

- Agent completes Section 1 with Salesperson or Associate Broker Information; include a signature and date.
- DB completes Section 2. Information must reflect the office in which the agent is being hired to. Original signature required.

TRANSFERS

- To transfer from the main office to a branch office, or as a branch manager, within the **same entity**.
- Salesperson completes Section 1 with Salesperson information. Signature is required.
- DB completes Section 2. Information must reflect the office in which the agent is being TRANSFERRED to. Signature is required.

SALESPERSON BECOMING AN ASSOCIATE BROKER - To change from a Salesperson to an Associate Broker your current license must be placed inactive before AZRE can issue a broker license.

- DB completes Section 3 to sever licensee as a salesperson. Original ink signature is required.
- If agent is returning to the same entity or office as an associate broker, DB must complete Section 2 with Employer Information. Information must reflect the office in which the agent is being re-hired to or hired to. Signature is required.



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

www.azre.gov
entityupdates@azre.gov
 2910 N 44TH STREET
 PHOENIX AZ 85018

Janice K. Brewer
 Governor
 Judy Lowe
 Commissioner

BRANCH OFFICE APPLICATION FORM

MAIN OFFICE INFORMATION: Do not leave any field blank.

If brokerage is a LLC please check type Member Controlled Manager Controlled

Entity License Number		Expiration Date	
Entity Legal Name		EIN Number	
DBA Name			
Print Designated Brokers Name		BR License Number	
Original Ink Only Designated Broker Signature	X		

TYPE OF REQUEST:

<input type="checkbox"/> New Branch Office	Main Office License Number		AZRE USE ONLY / BRANCH NUMBER
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BRANCH OFFICE INFORMATION: (Must submit form Salesperson / Associate Broker Change Form (LI-202) as stated in instructions to appoint any branch manager)

This office will be managed by a licensed: Salesperson Associate Broker
 Authority vested in branch manager: Limited Authority Full Authority

Branch Office Physical Address				Suite	
City	State	Zip Code	County		
Business Phone	()	Fax Number	()		
Branch Office Mailing Address				Suite	
City	State	Zip Code	County		
Print Branch Manager Name					
Branch Manager License Number				Expires On	
Original Ink Signature Branch Manager		X			

Describe in writing the authority vested in the branch manager pursuant to R4-28-304 or A.R.S. § 32-2127:

ADRE USE ONLY

EFFECTIVE DATE		DATE STAMP	RECEIPT
INPUT DATE			
TIMEFRAME	<input type="checkbox"/> TF 1 <input type="checkbox"/> TF 2		
PROCESSED BY			



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SALESPERSON OR ASSOCIATE BROKER CHANGE FORM

ADRE USE ONLY	E & C APPROVAL	DATE	ORDER

Section 1 – Salesperson or Associate Broker Information

Print Licensee Name			
SA or BR License Number		Expiration Date	
Email Address			
Original Ink Signature	X	Today's Date	
Do you have a Provisional License or Departmental Matter?			
<input type="checkbox"/> No.			
<input type="checkbox"/> Yes. If yes, see instructions for further submittal information.			

TYPE OF CHANGE BEING MADE

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> HIRE | <input type="checkbox"/> ADD BRANCH MANAGER STATUS |
| <input type="checkbox"/> SEVER | <input type="checkbox"/> REMOVE BRANCH MANAGER STATUS |
| <input type="checkbox"/> TRANSFER | <input type="checkbox"/> CHANGE BRANCH MANAGER AUTHORITY |

BRANCH MANAGER AUTHORITY	
<input type="checkbox"/> LIMITED = Salesperson / Broker	
<input type="checkbox"/> FULL = Broker ONLY	

Section 2 - Hire / Transfer Agent To

Entity Legal Name					Entity License Number	
Entity DBA Name						
Physical Address					Suite	
City		State		Zip Code		County
Phone Number	()	Fax	()			
Print Designated Brokers Name					BR License Number	
Original Ink Signature	X					

Section 3 - Sever Agent From

Entity Legal Name					Entity License Number	
Print Designated Brokers Name					BR License Number	
Original Ink Signature	X					

ADRE USE ONLY

EFFECTIVE DATE			DATE STAMP	RECEIPT
INPUT DATE				
TIMEFRAME	<input type="checkbox"/> TF 1	<input type="checkbox"/> TF 2		
PROCESSED BY				