

## CHECKLIST FOR TEMPORARY BROKER LICENSE FORM

DO NOT SUBMIT THIS APPLICATION BY FAX OR E-MAIL

To submit packet:

- Submit Temporary Broker License Form and \$50 filing fee.
- Submit Disciplinary Actions Disclosure Form (LI-214/LI-244).
- If you are an unlicensed individual, also complete and submit Licensee's Personal Information Form (LI-235).
- Submit a letter advising the Department of the broker's illness, disability, or death. If broker is deceased, you must provide a copy of the death certificate, or newspaper obituary.
- Submit a letter from the surviving spouse, attorney representing the broker/family, personal representative, or other responsible party appointing an individual to serve as a temporary broker.
- A salesperson or associate broker who is appointed as Temporary Broker must submit a severance from the prior employing broker or be administratively severed.
- When issued, license is valid for up to 90 days except, under "B", additional time may be granted not to exceed 15 months. Should additional time beyond 90 days be required, the temporary broker must submit a written request to the Department at least two weeks prior to the expiration date of the temporary broker's license.

### NO MORE THAN ONE TEMPORARY BROKERS LICENSE WILL BE ISSUED

Pursuant to A.R.S. § 32-2133 and A.A.C. R4-28-305;

- A. The Commissioner may issue a temporary license as a broker to a licensed or unlicensed person for the purpose of winding up the existing or pending business of a licensed broker in the following cases:
1. To the surviving spouse, next of kin, the administrator or personal representative, or an employee of the administrator or personal representative of a deceased licensed broker.
  2. To the spouse, next of kin, employee, legal guardian or conservator of a licensed broker disabled by sickness, injury or insanity.
- B. Each temporary license is for a period of not over 90 days and shall not be extended for a longer period, except that a license issued to an administrator or personal representative or the employee of the administrator or personal representative continues until the personal representative or administrator disposes of the deceased broker's business, but not to exceed a period of 15 months.

Save time—take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit to the Department. If the Department receives an incomplete application, we will return the application to you **unprocessed**.

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or by email at [www.azre.gov](http://www.azre.gov) through the Message Center



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

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Review checklist for instructions and fees before filing this form.

**APPLICATION FOR TEMPORARY BROKER'S LICENSE  
FORM**

Temporary Broker's Name: \_\_\_\_\_

License No., if applicable: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Type of License:  Real Estate  Cemetery  Membership Camping

Check here if not licensed and attach Licensee's Personal Information Form and Disciplinary Actions Disclosure Form (LI-214/LI-244)

Effective Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_

90-Day Exp. Date: \_\_\_\_\_

License No.: \_\_\_\_\_

By: \_\_\_\_\_  TF 1  TF 2

\_\_\_\_\_  
Temporary Broker's Signature

\_\_\_\_\_  
Date

Present Designated Broker's Name: \_\_\_\_\_

Reason for this application:  Illness (provide letter)  Death: (provide copy of certificate, if available)

Employing Broker/Entity Legal Name: \_\_\_\_\_

Entity License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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### **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