



Arizona Department of Real Estate (ADRE)

Auditing and Investigations Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix Arizona 85007

DOUGLAS N. DUCEY GOVERNOR

JUDY LOWE COMMISSIONER

USE OF OFFSITE STORAGE / ELECTRONIC STORAGE / ELECTRONIC MANAGEMENT SYSTEMS

Submit completed form and attachments to the Department through the Department Message Center Click Here

1. EMPLOYING BROKER / ENTITY INFORMATION:

Form for Section 1: Designated Broker (DB) or Self-Employed Broker (SE) Name, License Number, Employing Broker / Entity Name, License Number, Physical Address, Mailing Address, Phone, and Email Address.

2. OFFSITE STORAGE LOCATION FOR HARD COPY (PAPER) FILES (A.R.S. §§ 32-2151.01.A; 32-2175.A; 32-2175.C):

Form for Section 2: Records are stored at (Broker's Home or Commercial Storage Facility), Name of Commercial Storage Facility, Physical Address, Name of Statutory Agent, Name of Law Firm, and Physical Address.

3. ELECTRONIC RECORDS STORAGE (A.R.S. § 32-2151.B.2):

Form for Section 3: Records are stored (Broker's Computer System or With Third-Party Vendor), Name of Third Party Vendor, Business Address of Third Party Vendor, and Broker Maintains a back-up of Electronic Files.

4. ELECTRONIC MANAGEMENT SYSTEM (TRANSACTION AND FINANCIAL RECORDS) (ADRE SPS No. 2010.01):

Form for Section 4: Employing Broker Utilizes (Electronic Transaction Management System or Property Management Financial Software), Name of System/Software, Business Address of Vendor, and Broker Maintains a back-up of Electronic Files.

Broker's Signature

Date