



ENTITY / EMPLOYING BROKER NAME RESERVATION REQUEST (FORM LI-213) INSTRUCTIONS

- Form LI-213 is to be used to request an approval of a Legal/Doing Business As (DBA) name for a brokerage.
- Form LI-213 is NOT to be used for Professional Corporation (PC) or Professional Limited Liability Company (PLLC) requests.
- Upon approval/denial, ADRE will issue "Entity / Employing Broker Name Reservation Notice".
- ***Do not register with the Arizona Corporation Commission (ACC) or the Arizona Secretary of State (SOS) prior to receiving the ADRE notice.***
- Only ***one*** (1) "Entity / Employing Broker Name Reservation Request" (LI-213) per brokerage will be accepted.

Name Reservation Request Process:

- Submit the completed form by printing, scanning and submit through the ADRE Message Center by [clicking here](#).
- Allow up to ten(10) business days for review and approval/denial email notification. **Please do not call ADRE for status.**
- Requests will be processed in the order received; ADRE does not expedite applications.
- The name reservation approval will be valid for 90 days from approval notification.
- Extensions will not be granted.
- A new name request may be submitted ***only after*** an ADRE denial or the ADRE designated reservation expiration date.
- All communication will be made ***only*** with incoming Designated Broker ("DB"), via ADRE Message Center by [clicking here](#).
- When approved, attach the "Entity Name Reservation Notice" approval, before the expiration date, with Form LI-212.

The use of the following words/terms in the proposed Name Reservation will not be approved:

- ANY DBA REGISTERED AS LLC OR CORP (IF NOT THE SAME AS LEGAL NAME)
- ASSETS
- BANK, BANKING, BANKS
- COLLECTION, COLLECTIONS
- .COM OR .NET
- FIDUCIARY
- FINANCIAL
- INC, CORP (NOT FOR LLC)
- INSURANCE
- PARTNERS (PARTNERSHIP ONLY)
- TEAM, GROUP
- TRUST
- INITIALS FOR ANY OF THE PREVIOUSLY MENTIONED ITEMS

Application must be complete when submitted to ADRE or application will be returned unprocessed.