



**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)**

Licensing Division

[www.azre.gov](http://www.azre.gov)

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**DOUGLAS A. DUCEY**  
GOVERNOR

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COMMISSIONER

**ENTITY/BROKER STATUS CHANGE (LI-216)**

**SELECT TYPE OF CHANGE(S)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Entity Legal Name/DB Name   | <input type="checkbox"/> DB Change For Existing Entity                     | <input type="checkbox"/> DB Change to SE              |
| <input type="checkbox"/> Inactive Broker Change to Active DB   | <input type="checkbox"/> Associate Broker Change to DB for Existing Entity | <input type="checkbox"/> Active DB Change to Inactive |
| <input type="checkbox"/> Associate Broker Change to SE   | <input type="checkbox"/> New Broker Licensee to DB                         | <input type="checkbox"/> Change Entity to Inactive    |
| <input type="checkbox"/> Resident Broker Change to Non-Resident Broker (out-of-state Principal Office Address) |  | <input type="checkbox"/> SE to Inactive               |

**SELECT BUSINESS TYPE**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Corporation (CO)                   | <input type="checkbox"/> Limited Liability Company (LC) | <input type="checkbox"/> Partnership (PA)       | <input type="checkbox"/> Sole Proprietor (SE) |
| <input type="checkbox"/> Limited Liability Partnership (PA) | <input type="checkbox"/> Broker                         | <input type="checkbox"/> Designated Broker (DB) | <input type="checkbox"/> Salesperson          |

**SECTION 1: DESIGNATED BROKER (DB)/SOLE PROPRIETOR (SE)/LICENSEE INFORMATION**

DB/SE/Licensee Name (First MI Last)	DB/SE/Licensee License #	DB/SE/Licensee License Expire Date
Email	Phone:	Fax:

Questions		Responses	
1.	How is the Incoming Licensee currently licensed?	<input type="checkbox"/> (DB) <input type="checkbox"/> (SE) (attach LI-201A)	<input type="checkbox"/> Associate Broker <input type="checkbox"/> Salesperson
2.	Is the Incoming DB/Sole Proprietor currently employed as "active status"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – go to question 6
3.	Is the prior current/prior licensed entity closing?	<input type="checkbox"/> Yes – go to Question 5	<input type="checkbox"/> No
4.	Is the prior licensed entity appointing a new DB (if not closing)?	<input type="checkbox"/> Yes – go to Question 6	<input type="checkbox"/> No
5.	Does the prior licensed entity have "active" agents?	<input type="checkbox"/> Yes – refer to Instructions	<input type="checkbox"/> No
6.	As the changing Broker, are continuing education (CE) requirements current? <b>ARS §32-2130</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – <b>STOP</b> , Reapply when current
7.	As the changing Broker, has a 9-hour Broker Management Clinic been completed within 23 months prior to this application? <b>ARS §32-2136 (C)</b>	<input type="checkbox"/> Yes – Date _____	<input type="checkbox"/> No – <b>STOP</b> , Reapply when current
8.	Is there a <u>joint</u> PC or PLLC with ADRE for the incoming DB's name? <b>ARS §32-2125 (B)</b>	<input type="checkbox"/> Yes - <b>STOP</b> , Amend to single PC or PLLC with the ACC and reapply	<input type="checkbox"/> No
9.	Does this DB have a PC or PLLC in good standing with the Arizona Corporation Commission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - <b>STOP</b> , Reapply <input type="checkbox"/> Not Applicable
10.	Will this DB reside outside of the State of Arizona	<input type="checkbox"/> Yes – complete Non-Resident Broker section below	<input type="checkbox"/> No

**SECTION 2: ENTITY/EMPLOYING BROKER INFORMATION**

Legal Name (as approved by ADRE)		EIN (Employer Identification Number) or Tax ID # ( <b>Required</b> )			
Doing Business as (DBA) – if any (as approved by ADRE)					
Physical Address of Entity		Suite	City	State	Zip
Mailing Address of Entity: <input type="checkbox"/> Same as Physical Address		Suite	City	State	Zip
Email		Phone:		Fax:	
Entity License Number:		Entity Expiration Date (Aligned)			

**SECTION 3: SELECT BUSINESS TYPE OF CHANGE(S) BEING MADE**

<input type="checkbox"/> <b>ENTITY LEGAL/DBA NAME CHANGE</b>	<input type="checkbox"/> If CO or LLC amended articles stamped "FILED" by the Arizona Corporation Commission (ACC). Do not submit until a stamped "FILED" copy is received. <input type="checkbox"/> If Partnership, copy of addendum/amendment to Partnership Agreement showing change. <input type="checkbox"/> ADRE Entity/Employing Broker Name Reservation Notice (ADRE Approval Notice)
<input type="checkbox"/> <b>DESIGNATED BROKER (DB) CHANGE FOR EXISTING ENTITY</b>	<input type="checkbox"/> A copy of the resolution signed by all officers and directors electing/appointing a DB as a corporate officer, naming the office held and stating that the individual was appointed to act as the DB for the corporation. <input type="checkbox"/> Amended Articles stamped "Filed" by the AZ Corporation Commission (ACC). If an LLC entity, the amendment must name the DB as a member/manager of the LLC. Do not submit until a stamped "Filed" copy is received. <input type="checkbox"/> Letter of resignation of outgoing DB (attached). <input type="checkbox"/> Incoming DB severed on-line, if not a Branch Manager at prior company. <input type="checkbox"/> Copy of Salesperson/Associate Broker Change Form LI-202 signed by prior DB, if incoming DB was a Branch Manager at prior company. (Attached) <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months.
<input type="checkbox"/> <b>DESIGNATED BROKER (DB) CHANGE TO SOLE PROPRIETOR (SE)</b>	<input type="checkbox"/> Letter of resignation as outgoing DB (attached). <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months. <input type="checkbox"/> When current Entity closing, follow closing procedure with Auditing. <input type="checkbox"/> ADRE Approved Entity/Employing Broker Name Reservation Notice. <input type="checkbox"/> Sever licensees online, only when instructed by ADRE to do so.
<input type="checkbox"/> <b>INACTIVE BROKER CHANGE TO ACTIVE DESIGNATED BROKER (DB)</b>	<input type="checkbox"/> When becoming Designated Broker (DB) for an existing Entity, complete "Designated Broker (DB) Change For Existing Entity" on Form LI-216. <input type="checkbox"/> Unlawful License Activity Statement Form LI-555.
<input type="checkbox"/> <b>ASSOCIATE BROKER CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY</b>	<input type="checkbox"/> Sever from current Broker. <input type="checkbox"/> When becoming Designated Broker for existing entity, complete the "Designated Broker Change For Existing Entity" on Form LI-216.
<input type="checkbox"/> <b>ACTIVE DESIGNATED BROKER (DB) CHANGE TO INACTIVE</b>	<input type="checkbox"/> Letter of resignation from current Entity. <input type="checkbox"/> Sever all licensees by using the Online Licensing System after notifying them of change. All Licensees may then rehire Online from their personal page.
<input type="checkbox"/> <b>ASSOCIATE BROKER CHANGE TO SOLE PROPRIETORSHIP (SE)</b>	<input type="checkbox"/> Sever online from prior entity. <input type="checkbox"/> When Branch Manager – "Salesperson/Associate Broker Change Form LI-202" signed by prior DB. <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months. <input type="checkbox"/> When Inactive to Active – confirm continuing education (CE) is up-to-date.
<input type="checkbox"/> <b>NEW BROKER LICENSEE CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY</b>	<input type="checkbox"/> All documents for Original Broker Application. <input type="checkbox"/> When becoming Designated Broker for existing entity, complete the "Designated Broker Change for Existing Entity" on this Form LI-216.
<input type="checkbox"/> <b>CHANGE ENTITY TO INACTIVE STATUS</b>	<input type="checkbox"/> Letter of Resignation of DB. <input type="checkbox"/> Procedure for closing office with Auditing completed. <input type="checkbox"/> Complete Form LI-216

**RESIDENT BROKER CHANGE TO A NON-RESIDENT BROKER (Out-of-State Principal Office Address)**

**TRUST ACCOUNT INFORMATION** –established with a Financial Institution located in Arizona

**AAC R4-28-302(A)**

Check if using Arizona Based Title Company only

Trust Account Name				Trust Account Number			
Financial Institution Name			Phone:		Fax:		
Branch Address:	Street #	Street Name	Suite	City	State	Zip	

Additional account information attached.

