



BROKER TO SALESPERSON (FORM LI-220) INSTRUCTIONS

The Broker to Salesperson (Form LI-220) is to be completed by broker licensees requesting a license renewal as a salesperson licensee, pursuant to A.R.S. §32-2130 (J).

For Designated Brokers:

1. If active, submit letter of resignation closing entity.
2. Complete the Broker to Salesperson (Form LI-220).
3. Complete Entity/Broker Status Change (Form LI-216).
4. Follow the Commissioner's Advisory No. 1 for closing a Real Estate firm.
5. Submit all documentation to ADRE for review/processing via mail or through www.azre.gov Message Center, after logging into the Online License & Renewal System.
6. Upon approval, ADRE staff will contact for payment information.

For Associate Brokers:

1. If active, sever from employer through online system or complete Salesperson/Associate Broker Change (Form LI-202).
2. Complete the Broker to Salesperson (Form LI-220).
3. Submit all documentation to ADRE for review/processing via mail or through www.azre.gov Message Center, after logging into the Online License & Renewal System.
4. Upon approval, ADRE staff will contact for payment information.

A.R.S. §32-2130. Renewal of licenses; education requirements; broker licensee renewal as salesperson license:

J. A real estate broker licensee may renew as a real estate salesperson licensee without having to meet the requirements prescribed by Section 32-2124, Subsection B. If a person renews as a real estate salesperson pursuant to this subsection, the person shall pay the salesperson's renewal fee as prescribed in Section 32-2132. If the person subsequently wants to obtain a real estate broker license, the person must meet the requirements of this chapter, including the requirements prescribed by Section 32-2124, Subsection C.