



Arizona Department of Real Estate (ADRE)
Licensing Division

www.azre.gov
100 North 15th Avenue, Suite 201, Phoenix, AZ
85007

DOUGLAS A DUCEY
GOVERNOR

LOUIS DETTORRE
COMMISSIONER

Fee Waiver Request

1. If the individual is applying for a specific license in this state for the first time, an agency, including the Arizona Department of Real Estate, must waive any fee charged for that initial license for:
 - Any individual applicant whose family income does not exceed 200% of the federal poverty guidelines
 - Any active Duty Military Service Member's Spouse
 - Any Honorably Discharged Veteran who has been Discharged Not More than 2 years before Application
2. Eligible applications for first time license fee waivers include:
 - Original Real Estate Salesperson License
 - Original Cemetery Salesperson License
 - Original Membership Campground Salesperson License
 - Original Real Estate Broker License
 - Original Cemetery Broker License
 - Original Membership Campground Broker License
 - Original Temporary Salesperson License
 - Original Real Estate Recovery Fund Fee
3. Applicants may wish to review the following before submitting a **Fee Waiver Request** and may be required to submit additional substantiating documents to the Arizona Department of Real Estate:
 - a. ADRE Fee Schedule, [click here](#)
 - b. Arizona Real Estate Sales and Brokers Handbook, [click here](#)
 - c. If submitting a Fee Waiver for Low Income Applicants, the Department of Real Estate will work with the Arizona Department of Revenue to verify eligibility. Applicants may:
 - i. [Click here](#) to determine whether an Arizona Tax Return has been completed.
 - ii. [Click here](#) to review the federal poverty level.
 - d. If submitting the Fee Waiver for an Active Duty Military Service Member's Spouse, a copy of a DEERS Record will be required to demonstrate that the applicant is the spouse of an Activity Duty Service Member. More information may be found [here](#).
 - e. If submitting the Fee Waiver for an Honorably Discharged Veteran who has been Discharged Not More than Two Years before Application, a copy of the Veteran's DD-214: Certificate of Release or Discharge from Active Duty will be required. More information may be found [here](#).
4. Applicants must submit a complete application for licensure with all supporting documentation in conjunction with the **Fee Waiver Request**.
5. Applicants should complete the form on page 2 and send it and any required documentation to the Department under the Licensing Section of the Message Center by choosing "Submit a Salesperson/Broker application," [click here to submit](#).

**Complete the Form on Page 2 and Submit using the Online Message Center, including
Copies of Any Required Documentation**

(Continued.)

FEE WAIVER REQUEST

ACTIVE DUTY MILITARY SPOUSE	HONORABLY DISCHARGED VETERAN	LOW INCOME APPLICANT
<p>Complete this section and include required documentation to qualify for the Fee Waiver for Active Duty Military Spouses for a specific license in this state for the first time.</p> <p>The Arizona Department of Real Estate requires proof the applicant is currently listed as the Spouse of an Active Duty Service Member by providing a copy of the Member's DEERS (Defense Enrollment Eligibility Reporting System) Record.</p> <p>Name of Active Duty Military Member:</p> <p>First Name:</p> <p>Last Name:</p> <p>Name of Military Spouse/Applicant:</p> <p>First Name:</p> <p>Last Name:</p> <p><input type="checkbox"/> Attached is a current copy of the Active Duty Service Member's DEERS Record is included with this Fee Waiver Request.</p>	<p>Complete this section and include required documentation to qualify for the Fee Waiver for an Honorably Discharged Veteran (discharged no more than 2 years before application) for a specific license in this state for the first time.</p> <p>The Arizona Department of Real Estate requires proof the applicant was Honorably Discharged within the last 2 years by submitting their DD-214: Certificate of Release or Discharge from Active Duty.</p> <p>Name of Veteran/Applicant:</p> <p>First Name:</p> <p>Last Name:</p> <p><input type="checkbox"/> Attached is a copy of the Veteran's DD-214 – Certificate of Release or Discharge from Active Duty is included with this Fee Waiver Request.</p>	<p><input type="checkbox"/> By checking this box and signing below, I voluntarily:</p> <p>1.) Attest that to the best of my knowledge and belief, my family income does not exceed two hundred percent of the federal poverty level1; and,</p> <p>2.) Acknowledge that if I am determined to be ineligible for the fee waiver, I must pay the required fee within 15 days.</p> <p>3.) Authorize the Arizona Department of Revenue to disclose confidential information to the Arizona Department of Real Estate to verify that my family's reported income meets the requirements for a fee waiver pursuant to A.R.S. Title 41, Chapter 6, Article 7.2 upon receipt of the following information:</p> <p>Name of AZ Taxpayer/Applicant:</p> <p>First Name:</p> <p>Last Name:</p> <p>Social Security Number:</p> <p>Year of Most Recent AZ Tax Return:</p> <p>Signature</p> <p>Date</p>