



Arizona Department of Real Estate (ADRE)
Licensing Division

www.azre.gov

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

KATIE HOBBS
GOVERNOR

SUSAN NICOLSON
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 Active 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>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><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 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>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>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>