

SCHOOL APPROVAL APPLICATION FORM

Use this form to apply to the Department of Real Estate to receive approval to operate a Real Estate School. This form should be used both for original applications and renewals.

This completed application must be accompanied by:

- 1) A list containing the names, addresses of record, and telephone numbers of all Administrators, Directors, and Instructors. For renewal applications, please also indicate if they are being added, removed, or if no change is being made for each person listed.
- 2) Completed School Owner/Administrator Statement of Qualifications and Update Form for each School Owner, Administrator, and Director; with any additionally required documents.
- 3) Completed Instructor Approval Application Form(s) for all persons applying as an Instructor for this school, if applying for an Original School Approval.
- 4) Articles of Organization, Articles of Incorporation, or Partnership Agreement as applicable.
 - a) If the entity is a Corporation, include a corporate or company resolution or operating agreement naming the officer, member, or manager authorized to execute the Certificate of School Approval form.

Once complete, this application and additional documents should be submitted by the school administrator requesting the approval through our [Message Center](#) or through the [School Login](#).

APPLICATION TYPE (select all that apply)			
☐ Original Certificate of Approval	☐ School or Campus Address Change	☐ Add a Campus	
☐ Renew Certificate of Approval	☐ School Name Change	☐ Close School	

SCHOOL INFORMATION		
School's Legal Name:	School Approval Number:	
DBA Name, if any:		
Statutory Agent, if applicable:		
Mailing Address:		
City:	State:	ZIP:
Website:	Phone:	Email:

ENTITY TYPE			
Entity is a:	☐ Sole Proprietorship	☐ Partnership	☐ Trust
	☐ Limited Liability Company - Member Managed	☐ Limited Liability Company - Manager Managed	☐ Corporation

EDUCATION TYPE		
☐ Continuing Education	☐ Pre-Licensing	☐ Distance Learning

PRIMARY OWNER'S CONTACT INFORMATION

Provide direct contact information for Primary Owner, not general School or customer service contact information.

Name:

Phone:

Email:

SCHOOL OWNER INFORMATION

List the name and percentage of ownership of each person, entity or beneficiary owning 10% or more financial or beneficial interest in the School ("Owner"). **Use a separate sheet if necessary.** [A.A.C. R4-28-404\(A\)\(4\)](#)

NAME	% OWNERSHIP

ADMINISTRATORS AND AUTHORIZED PERSONS

A person with this authority is deemed to exercise control over the school and requires ADRE approval as an "Administrator," on the ADRE-approved form and a valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety. This is required for all new, original applications issued after July 29, 2010. **Use a separate sheet if necessary.** [A.R.S §32-2108.01](#)

Primary Administrator:

Additional Administrator(s):

Additional Administrator(s):

Additional Administrator(s):

APPLICANT ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at [azleg.gov](#).

Applicant Signature:

Date:

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.