

REAL ESTATE SALESPERSON APPLICATION FORM

Use this form to apply for a Salesperson License with the Arizona Department of Real Estate.

Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee Login](#).

- 1) [Disciplinary Action Disclosure Form](#).
 - a) Any "Yes" responses on these will also require the completion and submission of all documents listed in the [Disclosure Document Checklist](#).
- 2) Salesperson Examination Score Report(s), received from Pearson at the time of passing your exam(s). **Note:** Applications must be submitted within one year of passing your exam(s).
 - a) If applying for an Original license, this will be two exam score reports; one for General and one for State-Specific.
 - b) If applying for Out-of-State License Recognition, this will be only the State-Specific examination.
- 3) Pre-licensure Education Certificate showing proof of the 90 hours of education completion. If applying for Out-of-State license recognition, this can be substituted with a copy of your license history from the state you are coming from reflecting licensure for at least one year and one of the following.
 - a) With Arizona Residency, proof of Arizona Residency or
 - b) Without Arizona Residency, a Pre-Licensure Education Certificate showing proof of the 27 hours of education completion.
- 4) Proof of Legal Presence - If you are submitting a driver's license as proof, include a copy of both sides of the card. For a list of acceptable documents please refer to [A.R.S. §41-1080](#).
- 5) Valid Level 1 Non-IVP Fingerprint Clearance Card issued by the Arizona Dept. of Public Safety (include a copy of both sides of the card).
- 6) 6- Hour Contract Writing course completion certificate.
- 7) [Fee Waiver Request Form](#), if applicable.

APPLICANT INFORMATION

Legal Name:		
Address of Record:		
City:	State:	ZIP:
Mailing Address (if Applicable):		
City:	State:	ZIP:
Email:	Phone:	
Date of Birth:	Social Security Number:	

APPLICATION QUESTIONS

Have you ever held a Real Estate license in Arizona?	☐ Yes	☐ No
Do you hold/have you ever held a Real Estate license in another state?	☐ Yes	☐ No
If yes, list the state(s) where you hold/have held a license:		
☐ Check this box if you are an applicant seeking out-of-state license recognition pursuant to A.R.S. § 32-4302 .		
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.