



# All About the Arizona Department of Real Estate (ADRE)



## Mission:

The mission of the Arizona Department of Real Estate (ADRE) is to “protect the public interest through Licensure and Regulation of the real estate profession in Arizona.”

## Providing oversight of:

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| <ul style="list-style-type: none"><li>• Real Estate Salespersons/Associate Brokers</li><li>• Real Estate Designated Brokers &amp; Entities</li><li>• Real Estate Educators</li><li>• Real Estate Schools</li></ul> | <ul style="list-style-type: none"><li>• Subdivisions/Developers</li><li>• Timeshares &amp; Membership Campgrounds</li><li>• Cemetery</li><li>• HOA Dispute Process</li></ul> |
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## ADRE Shall:

- Establish and enforce minimum requirements for licensure
- Approve real estate schools and instructors
- Monitor and approve real estate education courses
- Issue Public Reports for residential developments
- Investigate complaints
- Enforce disciplinary action against those who harm the Public by violating real estate statutes
- Provide public information on licensed individuals, companies and developments (subdivision)
- Provide a venue for Arizona homeowners and condominium and planned community associations (HOA's) to resolve disputes

## ADRE Divisions:

The Arizona Department of Real Estate is composed of the following divisions:

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| <ul style="list-style-type: none"><li>• Licensing</li><li>• Education</li><li>• Investigations</li><li>• Development Services</li><li>• Auditing</li><li>• Enforcement &amp; Compliance</li></ul> | <ul style="list-style-type: none"><li>• Commissioner's Office<ul style="list-style-type: none"><li>◇ Business Services</li><li>◇ Information &amp; Technology</li><li>◇ Legislative Affairs</li><li>◇ Ombudsman</li><li>◇ Communications</li></ul></li></ul> |
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Visit the ADRE website at  
[www.azre.gov](http://www.azre.gov)

Arizona Department of Real Estate  
100 N. 15th Ave., Suite 201  
Phoenix, AZ 85007

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## Licensees' Responsibility

### Responsibilities of ALL Real Estate Licensees:

- Adhere to Arizona's real estate laws
- Maintain accurate personal Information. This must be current regardless of license status. Changes to personal information must be reported within 10 days of change.
- Email address– must be current in ADRE database to receive vital information from the ADRE.
- Continuing Education (CE)- must be reported to the Department every two (2) years.

### Responsibilities of a Designated/Self-Employed Broker:

- A Designated Broker shall exercise reasonable supervision and control over the activities of brokers, salespersons and others in the employment of the Broker. R4-28-1103
- **Responsibilities Include:**
  - ◊ Ensure all licensees under the Broker's supervision are current in the following:
    - ◊ Continuing Education
    - ◊ Legal Presence
    - ◊ License Status
    - ◊ Renewal Dates
  - ◊ Changes to business/personal information reported within 10 days of change.
- Monitor ADRE'S Broker online homepage frequently
- Print and post Broker and/ or Entity License
- Upload Legal Presence document
- General Licensing Supervisory
- Maintain Broker's Policy and Procedure Manual. ADRE Model Manual available at [www.azre.gov](http://www.azre.gov)

### Real Estate Recovery Fund

The Real Estate Recovery Fund is established for the benefit of a consumer who has incurred an actual and direct out-of-pocket loss in a real estate transaction due to the actions of a real estate Salesperson or Broker.

### Real Estate Advisory Board

The Real Estate Advisory Board is established by statute to provide recommendations to the Commissioner. The Board consists of 10 members from across the state. Questions and concerns may be brought to the attention of a board member. Visit [www.azre.gov](http://www.azre.gov) for Advisory Board appointees.

### Development/Subdivision Public Report

All Developers/Subdividers are required to obtain an Arizona subdivision Public Report prior to offering for sale or lease six or more lots in a subdivision, or who cause land to be divided into six or more lots. (Includes Condominiums.) A.R.S. §32-2101(56); A.R.S. §32 Chapter 20, Article 4

## ADRE Licensee Login

A majority of ADRE's applications and filings CAN be submitted through the [Licensee Login](#) or through the [Message Center](#) for a faster processing time. These include, but are not limited to the following:

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| <ul style="list-style-type: none"> <li>• Original Real Estate License Applications</li> <li>• Real Estate License Renewals</li> <li>• PC/PLLC Applications</li> <li>• Name Changes/Nickname Requests</li> <li>• Personal Information Changes</li> <li>• Licensing Severs, Hires, Transfers</li> </ul> | <ul style="list-style-type: none"> <li>• Entity/Employing Broker (Name Reservation, License Applications, Designated Broker Changes)</li> <li>• Branch Office Application Changes</li> <li>• Education Applications (School, Instructor, Course)</li> </ul> | <ul style="list-style-type: none"> <li>• Public Report Applications (Subdivision, Timeshare, Membership Campground)</li> <li>• Cemetery Certificate of Authority Application</li> <li>• Intent to Accept Lot Reservations</li> <li>• Conditional Sales Exemption Requests</li> </ul> |
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