

TECHNOLOGY SAVES... TIME, ENERGY, GAS & DOLLARS!!

Online Services (ADRE Log-in Account)

- ◇ Online Original Applications (with no disclosures)
- ◇ Salesperson applicants
- ◇ Out of state broker applicants with approved Broker Verification (LI-226)
- ◇ Renewals
- ◇ Sales
- ◇ Broker
- ◇ Entity
- ◇ Severs/hires/transfers/close branches
- ◇ Personal address/ phone/ email change
- ◇ Entity Address/ Phone/ email change
- ◇ PLLC Applications

SCAN IT—Use the Message Center at
<http://www.azre.gov>

Payments can be made using the
Message Center

- ◇ Broker Candidate Experience Verification
- ◇ Temporary Cemetery/Campground Applications
- ◇ Entity/Employing Broker Name Reservation
- ◇ Entity/Employing Broker License Application
- ◇ Professional Corporation (PC)/Professional Limited Liability Co (PLLC)
- ◇ Branch Office Application
- ◇ Certification of Licensure
- ◇ Cancel License Voluntary Agreement
- ◇ Pre-Licensure Education Recertification Request
- ◇ Education Application (School, Instructor, Course)
- ◇ Public Report Application (Subdivision, Timeshare, Membership Campground)
- ◇ Cemetery Certificate of Authority Application
- ◇ Intent to Accept Lot Reservations
- ◇ Conditional Sales Exemption Request
- ◇ And much, much more!



Douglas A. Ducey
Governor

Judy Lowe
Commissioner

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Visit our website at
www.azre.gov

TEAM
"Together Everyone Achieves More"



ALL ABOUT THE ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Arizona Department of Real Estate
www.azre.gov

ALL ABOUT 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:

- ◇ Real Estate Salespersons/Associate Brokers
- ◇ Real Estate Designated Brokers
- ◇ Real Estate Educators
- ◇ Real Estate Schools
- ◇ Entities/ Employing Brokers
- ◇ Residential Developments
- ◇ Timeshares
- ◇ Cemetery
- ◇ Membership Campgrounds
- ◇ Homeowners Association Disputes

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.

RESOURCES FOR LICENSEES & THE PUBLIC

ADRE DIVISIONS

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

- ◇ Licensing
- ◇ Education
- ◇ Investigations
- ◇ Development Services
- ◇ Auditing
- ◇ Enforcement & Compliance
- ◇ Commissioner's Office
 - ◇ Business Services
 - ◇ Information & Technology
 - ◇ Legislative Affairs
 - ◇ Ombudsman
 - ◇ Communications

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 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

LICENSEES' RESPONSIBILITY

REAL ESTATE SALESPERSON/ASSOCIATE BROKERS

Responsibilities of a Real Estate Licensee:

- ◇ Adhere to Arizona's real estate laws
- ◇ Maintain accurate personal Information. This must be current regardless of license status.
- ◇ 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.

REAL ESTATE BROKER

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