



**SUBDIVISION DISCLOSURE REPORT
(PUBLIC REPORT) APPLICATION**

An application must be filed and a Subdivision Disclosure Report issued pursuant to [Arizona Revised Statute \(A.R.S.\) §32-2181 et. seq.](#) prior to the sale or lease of subdivided lands as defined in [A.R.S. §32-2101\(56\)](#), unless an exemption has been issued pursuant to [A.R.S. §32-2181.01](#) or you are exempt pursuant to [A.R.S. §32-2181.02 or §32-2181.03](#).

SECTION 1A: OWNER/APPLICANT INFORMATION

Owner – Applicant Name(s) (Subdivider) Name(s):

Mailing Address:

City, State, Zip:

Telephone:

Email:

Owner/Applicant's Authorized Contact Person:

Name of Contact Person that Owner/Applicant authorizes the Department of Real Estate to accept and rely upon as accurate and complete all information and documentation provided by the named contact person in conjunction with this application:

Company Name if different from Owner/Applicant such as a title company:

Mailing Address:

City, State, Zip:

Telephone:

Email:

Type of Legal Entity:

Provide all required documents related to the legal entity type

☐ 1.

Limited Liability Company

- ☐ Articles of Organization and any amendments (or Application for Authority if Foreign entity) stamped "FILED" from the Arizona Corporation Commission
- ☐ Certificate of Good Standing, dated no earlier than one year from the date of the application, from the Arizona Corporation Commission
- ☐ Operating Agreement, if applicable
- ☐ If the individual signing on behalf of the LLC is not listed in the Articles of Organization or authorized through the Operating Agreement, then a Company Resolution authorizing them to sign

OR

SECTION 1A - Continued

<input type="checkbox"/> 2.	Corporation	
OR	<input type="checkbox"/> Certificate of Good Standing, dated no earlier than one year from the date of the application, from the Arizona Corporation Commission <input type="checkbox"/> Company Resolution authorizing the individual signing on behalf of the Corporation	
<input type="checkbox"/> 3.	Partnership	
OR	<input type="checkbox"/> Copies of all partnership agreements <input type="checkbox"/> Proof of registration with the Arizona Secretary of State if any partnership is a limited partnership, foreign or domestic <input type="checkbox"/> Proof that the individual signing on behalf of the Partnership is a partner	
<input type="checkbox"/> 4.	Trust	
OR	<input type="checkbox"/> Copies of all trust agreements <input type="checkbox"/> Proof that the individual signing on behalf of the Trust is listed in the trust agreement	
<input type="checkbox"/> 5.	Natural Person	
	<u>A.R.S. § 25-502(K) STATES:</u> “Each licensing board or agency that issues professional licenses or certificates shall record the social security number of the licensee or certificate holder in its database in order to aid the Department of Economic Security in locating non-custodial parents or the assets of the non-custodial parents.” You must provide the Department of Real Estate with your social security number, however, the number will not be disclosed to anyone other than a representative from another government agency in the course of the representative’s official duties.	
	Legal Name:	
	Social Security Number:	
	Signature:	Date:
Subdivider Disciplinary Action Disclosure		
The applicant shall disclose whether the owner, agent, subdivider, officer, director or partner, subdivider trust beneficiary holding ten per cent or more direct or indirect beneficial interest or, if a corporation, any stockholder owning ten per cent or more of the stock in the corporation has:		
1) Been convicted of a felony or misdemeanor involving fraud or dishonesty or involving conduct of any business or a transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Been permanently or temporarily enjoined by order, judgment or decree from engaging in or continuing any conduct or practice in connection with the sale or purchase of real estate or cemetery property, time-share intervals, membership camping contracts or campgrounds, or securities or involving consumer fraud or the racketeering laws of this state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3) Had an administrative order entered against him by a real estate regulatory agency or security regulatory agency.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Had an adverse decision or judgment entered against him involving fraud or dishonesty or involving the conduct of any business or transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Disregarded or violated this chapter (Title 32, Chapter 20) or the rules of the commissioner pertaining to this chapter (Title 4, Chapter 28).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Controlled an entity to which would cause them to answer "Yes" to any of the above questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered "Yes" to any of the questions above, have you already disclosed the matter to the Arizona Department of Real Estate?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have disclosed it, indicate:</p> <ul style="list-style-type: none"> Approximate Date of the Disclosure: Type of Disclosure: <p>If you have not disclosed it, use the Disciplinary Document Checklist (Form LI-400) to ensure that you submit a complete application, to include certified documents related to the disciplinary or criminal proceedings, except that a subdivider shall not be required to obtain and submit a valid Fingerprint Clearance Card. A subdivider that is a natural person will still be required to obtain and submit a valid Fingerprint Clearance Card.</p>		

SECTION 1B: SUBDIVIDER ENTITY DETAILS

All Applicants except for a Natural Person answer the following:

Give name and address of all officers, general partners, members, trustees or other persons who exercise control of the entity, including a breakdown of percentage ownership interest of each person/entity owning a 10% or more of any entity listed:

If the subdivider is a Subsidiary Corporation, list the name, address, and state of incorporation of the Parent Corporation:

Attach a list of the names of any subdivisions designated in [ARS 32-2181 A\(21\)](#) in which the subdivider, holder of any ownership interest in the land, principal or officer in the holder or subdivider, parent corporation or any of its subsidiaries have been involved within the last five (5) years:

SECTION 2: DEVELOPMENT DETAILS

Complete name of subdivision, as shown in the Dedication of the recorded plat map:

Name(s) which will be used in marketing or promotional activity, if different from above (aka):

List the lots or units included in this application:

Plat Map recordation Sequence/Number:

Street Location:

City/Town:

County:

State:

(Note: The owner/applicant is required to disclose the name and business address of the principal broker selling or leasing, within this state, lots or parcels in the subdivision, pursuant to [A.R.S. §32-2181 \(12\)](#))

☐ Owner/Applicant is using a real estate broker

☐ Owner/Applicant is **NOT** using a real estate broker

Name of real estate broker selling or leasing, within this state, lots or parcels in the subdivision. If none, explain why:

Business Address:

City, State, Zip:

Telephone:

Email:

CAGR D Fees:

If the answer to either of the following questions is "yes", include the Notice Confirmation of CAGR D Fee Payment from the Central Arizona Groundwater Replenishment District (CAGR D) confirming payment of all fees.

Is the property enrolled as a Member Land of the CAGR D pursuant to [A.R.S. §48-3774](#)?

If Yes, include CAGR D FPN#:

☐ Yes

☐ No

Will the property be served by a municipal water provider whose service area is currently enrolled as a Member Service Area of the CAGR D pursuant to [A.R.S. §48-3780](#)?

If Yes, include CAGR D FPN#:

☐ Yes

☐ No

If the land has enrolled as Member Land of the Central Arizona Groundwater Replenishment District (CAGR D) pursuant to [A.R.S. §48-3772 and 48-3774](#), or if the land will be served by a municipal water provider whose service area is currently enrolled as a Member Service Area of the CAGR D pursuant to [A.R.S. §48-3772 and §48-3780](#), you must file an application for a Fee Payment Notice with the CAGR D. Visit the [CAGR D Website](#) for additional information.

AFFIDAVIT OF APPLICANT

I am duly authorized to prepare and am the person responsible for the content of this application and accompanying Subdivision Disclosure Report, and that the statements together with any documents submitted herewith are full, true, complete and correct.

Applicant Name:

Applicant Signature:

Title or Office:

Date:

DOCUMENT CHECKLIST

<input type="checkbox"/> Yes	<input type="checkbox"/> No		Completed Application Form , including this checklist
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Certification Documents from Consumer Financial Protection Bureau (CFPB), formerly H.U.D., if applicable
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Recorded Plat
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Condominium Declaration and Attorney's Opinion Letter , if applicable
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Title Report dated within (30) days and Vesting Deed(s)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Trust Agreement and any amendments thereto if title to the property is held in trust
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Schedule B Items and Recorded CC&Rs (Covenants, Conditions and Restrictions) listed in the Title Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lot Release Provision letter , if lots are subject to a blanket encumbrance
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Permanent Access Letter from a title insurance company, land surveyor, or professional engineer
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Certificate of Approval of Sanitary Facilities (Health Certificate), if Developer is offering any improvements
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Water Availability Documents: Certificate of Assured Water Supply, ADWR Water Report, Exemption from Assured/Adequate Water Supply, or proof that the subdivision will receive water from a Designated Provider such as a will-serve letter (32-2181 (C & F))
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notice Confirmation of CAGRD Fee Payment , if the property is enrolled as a Member Land of the CAGRD or is served by a municipal water provider whose service area is currently enrolled as a Member Service Area of CAGRD
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Flood and Drainage Report/Letter
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Engineer's Soils Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Articles of Incorporation and Bylaws (HOA)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Developer Documents from Section 1A
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Financial Assurances for all improvements if utilities, streets, flood and drainage, street lights, or common areas are not complete
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Sales Contract and/or Leasing Agreement with Addenda
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Draft Public Report in word format

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. § 41-1030

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.