



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

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KATIE HOBBS
GOVERNOR

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COMMISSIONER

Professional Corporation (PC)/ Professional Limited Liability Company (PLLC) (LI-231) Instructions

SUBMIT APPLICATION FORM THROUGH THE ADRE ONLINE LICENSING SYSTEM AT

<https://ptl.az.gov/app/dre/> OR BY CLICKING [here](#)

To become licensed through a **Professional Corporation (PC)** or a **Professional Limited Liability Company (PLLC)** or to report any changes to the PC or PLLC pursuant to A.R.S. § 32-2125(B) and A.A.C. R4-28-303, please review the following information.

A **Professional Corporation** or a **Professional Limited Liability Company** is limited to natural person(s), each holding an active status real estate license as a salesperson or associate broker and may be licensed as one or more salespersons or associate brokers.

The **same Employing Broker** shall employ a Professional Corporation or Professional Limited Liability Company that comprises more than two persons, or comprises two persons who are **not married** to each other. Two licensees who are married to each other and licensed through a PC or PLLC are not required to be employed by the same employing brokers, even though the PC or PLLC receives compensation from the other member's broker. All compensation for real estate activity must be paid through the employing broker.

Designated Brokers (DB): When the applicant for licensure as a Professional Corporation or Professional Limited Liability Company is as a Designated Broker, membership in the Professional Corporation or Professional Limited Liability Company is limited to the Designated Broker and cannot include any other person pursuant to A.A.C. R4-28-303 (F). The Department shall not license a designated broker of a sole proprietorship or partnership as a Professional Corporation or Professional Limited Liability Company.

Name: The Professional Corporation or Professional Limited Liability Company name, through and on behalf of which a salesperson or broker acts, shall consist of only the full or last name(s) of its shareholder(s) or member(s), and contain the words "Professional Corporation," "Professional Limited Liability Company", as applicable, or the abbreviations authorized under A.R.S. § 10-2215 or 29-845, as applicable, to reflect that it is a Professional Corporation or Professional Limited Liability Company, and shall reflect whether it comprises one or more licensees (single or plural as in John Smith, P.C. or Smith & Smith, P.C.). A PC or PLLC shall not have a fictitious name pursuant to R4-28-303. For a Designated Broker, PC/PLLC name shall only consist of the broker's full or last name, and words or abbreviation to indicate it is a PC or PLLC.

(A PC OR PLLC CANNOT HAVE OR USE A FICTITIOUS DOING BUSINESS AS (DBA) NAME)

Written disclosure of any changes in the membership of the PC or PLLC must be filed with the Department within 10 days of occurrence, with supporting documents.

SUBMIT THE FOLLOWING:

- **Professional Corporation or Professional Limited Liability Company (LI-231) form** completed and signed by applicant and Designated Broker.
- A copy of the **Articles of Incorporation (PC)** or **Articles of Organization (PLLC)** and any amendments stamped "**Filed**" by the Arizona Corporation Commission. If more than one year has elapsed since the date the Articles were filed with the Corporation Commission and the application is for a license as a Professional Corporation, a certificate of Good Standing from the Arizona Corporation Commission is required.
- When filing as a PLLC and an operating agreement was executed, include a copy of the operating agreement.
- A **foreign** PC or PLLC must also submit a "**Filed**" copy of the **Application of Authority** from the Arizona Corporation Commission.
- The Articles of Incorporation/Organization shall state, "**The sole purpose of the Professional Corporation (or Professional Limited Liability Company) is to RENDER PROFESSIONAL REAL ESTATE SERVICES (or cemetery or membership-camping services, as applicable).**"

Save time – Review the application and make sure it has been signed where required and all supporting documents have been attached. The application approval decision will be sent to the licensee's email address or address of record.

This form is available in alternate formats by contacting the Operations Office at 602-771-7760. Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center.