

**Arizona Department of Real Estate (ADRE)**

Auditing and Investigations Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix Arizona 85007

KATIE HOBBS
GOVERNOR**SUSAN NICOLSON**
COMMISSIONER**USE OF OFFSITE STORAGE / ELECTRONIC STORAGE / ELECTRONIC MANAGEMENT SYSTEMS**Submit completed form and attachments to the Department through the Department Message Center [Click Here](#)**1. EMPLOYING BROKER / ENTITY INFORMATION:**

| | | | | | |
|--|--|-------------------------------|---|-------------------------|------|
| Designated Broker (DB) or Self-Employed Broker (SE) Name (print as appears on license): | | | DB or SE License Number: | | |
| Employing Broker / Entity Name: | | | Employing Broker / Entity License Number: | | |
| Employing Broker / Entity Physical Address: | | Suite: | City: | State: | Zip: |
| Employing Broker / Entity Mailing Address: <input type="checkbox"/> Same as Physical Address | | Suite: | City: | State: | Zip: |
| Employing Broker / Entity Phone: | | Employing Broker / Entity FAX | | DB or SE Email Address: | |

2. OFFSITE STORAGE LOCATION FOR HARD COPY (PAPER) FILES (A.R.S. §§ 32-2151.01.A; 32-2175.A; 32-2175.C):

| | | | | | |
|---|--|--------------------------------------|-------|--------|------|
| Records are stored at <input type="checkbox"/> Broker's Home <input type="checkbox"/> Commercial Storage Facility | | Name of Commercial Storage Facility: | | | |
| Physical Address: | | Suite: | City: | State: | Zip: |
| Name of Statutory Agent (Out-of-State Brokers Only) (A.C.C. R4-28-302.L) | | Name of Law Firm (if applicable): | | | |
| Physical Address: | | Suite: | City: | State: | Zip: |

3. ELECTRONIC RECORDS STORAGE (A.R.S. § 32-2151.B.2):

| | | | | | |
|---|--|-----------------------------|-------|--------|------|
| Records are stored: <input type="checkbox"/> Broker's Computer System <input type="checkbox"/> With Third-Party Vendor | | Name of Third Party Vendor: | | | |
| Business Address of Third Party Vendor: | | Suite: | City: | State: | Zip: |
| Broker Maintains a back-up of Electronic Files to allow reconstruction if electronic data is destroyed (A.R.S. § 32-2151.B.2): <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |

4. ELECTRONIC MANAGEMENT SYSTEM (TRANSACTION AND FINANCIAL RECORDS) (ADRE SPS No. 2010.01):

| | | | | | |
|---|--|---|-------|--------|------|
| Employing Broker Utilizes: <input type="checkbox"/> Electronic Transaction Management System | | Name of Electronic Transaction Management System: | | | |
| Business Address of Electronic Transaction Management System Vendor: | | Suite: | City: | State: | Zip: |
| Employing Broker Utilizes: <input type="checkbox"/> Property Management Financial Software | | Name of Property Management Financial Software: | | | |
| Business Address of Property Management Financial Software Vendor: | | Suite: | City: | State: | Zip: |
| Broker Maintains a back-up of Electronic Files to allow reconstruction if electronic data is destroyed (A.R.S. § 32-2151.B.2): <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |

Broker's Signature_____
Date