

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: 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 Broker's Home 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: Broker's Computer System 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): Yes No

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

Employing Broker Utilizes: 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: 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): Yes No

Broker's Signature

Date