

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)  
INSTRUCTIONS FOR CERTIFICATE OF COURSE APPROVAL**

**FORM ED-112 for  
PRE-LICENSING EDUCATION - BROKER  
Delivered by LIVE CLASSROOM**

Any Real Estate School licensed by ADRE, or exempt from licensure under A.A.C. [R4-28-404](#), must present to ADRE for approval, all ADRE Pre-Licensing courses offering credit toward an Arizona real estate license. Only ADRE approved School Administrators of an ADRE approved school may submit a request for course and/or instructor approvals. All ADRE approved course content must be directly related to Arizona real estate practice and adhere to all specific guidelines as stated in A.R.S §§ [32-2124](#), [32-2135](#), and the [ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License](#).

**Broker Pre-Licensing Education Course Application Requirements**

**Definitions:**

**“School”** means a person or entity that offers a course of study towards completion of the education requirements leading to licensure or renewal of licensure under this chapter. A.R.S. 32-2101(54).

**“Credit Hour”** means 50 minutes of instruction. A.A.C. [R4-28-101](#)

**“Course”** means a class, seminar, or presentation. A.A.C. [R4-28-101](#)

**“Certificate of Course Approval”** means any school offering a course of study for original licensure of a real estate applicant shall apply for and possess a Certificate of Course Approval for each course offered by the School. The school’s authorized representative shall submit the requirements listed in A.R.S. § 32-2135(A).

**“Live Classroom course”** as defined by A.R.S. 32-2101, means a course or instructional segment delivered in either an in-person classroom instructional format or a synchronous remote online instructional format that allows students to observe and participate remotely in an instructional segment via live streaming.

**Course Application Requirements:**

**Course Orientation:** The prospective student shall sign an agreement or application to enroll, presented to the student by the school administrator, that includes in bold type and capital letters: 1) The course, or course segment title within a curriculum; 2) The total credit hours applicable for licensure or renewal; 3) The cost of the course; 4) A statement of the refund policy; 5) A list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) Course completion requirements; 7) Policies regarding attendance and behavior; 8) Topical outline; 9) Learning objectives; and 10) a statement of any job placement services. A.A.C. R4-28-404(E).

**Delivery Method: “Live Classroom Course”** (A.R.S. § 32-2135(E)(F)) - A live classroom course may be held in person or via live streaming. If in person, it will be referred to as a Live Classroom In-person course. If via live streaming, it will be referred to as a Live Classroom Live Streaming Course. If offering both in-person and live streaming, it will be referred to as a Live Classroom Hybrid Course. Pursuant to A.R.S. § 32-2124, an applicant for licensure may complete the required course or instructional segments in any combination of in person or synchronous remote delivery methods.

The application for course approval shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course. If offering a live classroom course online in a synchronous remote instructional format, the applicant must attest that it will allow students to observe and participate remotely in an instructional segment via live streaming. A live classroom live streaming course held online in a synchronous remote instructional format may be a course held in classrooms with live streaming, synchronized platforms, bidirectional audio and video communications between the host and remote classrooms, administered by a live instructor from the host classroom, and monitored as required by onsite monitors in the classroom at each remote location. A live classroom live streaming course held in a synchronous remote instruction format may also be a course with a live instructor live streaming with bidirectional audio and video communications between the instructor and a student’s location(s). Synchronous remote delivery must be delivered from and to an environment conducive to learning.

**Instructor Qualifications:** All instructors must be listed on the application and must possess a current Arizona Pre-License Instructor number. The school Administrator shall attest to having identified and ensured that all instructors are an ADRE approved instructor. A Guest Speaker does not apply to pre-licensure courses.

**Instructor Methods/Student Participation/Interaction:** Each credit hour shall include student participation/interaction with appropriate teaching methods, which go beyond standard lecture, and in addition to lecture, should include at least two of the following based on the topic area: scenarios with interactive discussion; role play activities; simulation, group exercises; quizzes, quiz review; vocabulary review; math exercises, all designed to support the learning objectives of the course, and the topic.

**Teaching Materials:** Any, and all teaching materials, including any student handouts and textbook titles, must be stated on

application, confirming adherence to any applicable copyright laws, and that any required permissions have been obtained. **Do not submit hard copies of instructional material to ADRE.**

**School End-of-Course (Final) Exam:** All Pre-Licensing courses are required to have an end-of-course school examination. Final school exam requirements shall contain a minimum of the following: 1) Not less than 150 questions; 2) Final exam questions must be pulled from a question bank with a 2:1 ratio (300 question bank); 3) Questions must be related to the subject and content of the course and may not contain true/false questions; 4) Exam must consist of multiple choice questions with at least 4 options for each question/item; 4) Questions must be of sufficient rigor that they support the course's learning objectives, test the student's knowledge, and ensure the student's comprehension and retention of the material; 5) Final exam may not count toward the overall time of the course; 6) A minimum 75% passing ratio must be achieved before a school course completion certificate is issued.

**Student Identity Verification:** A student signature roster shall be provided at each class offering, with an ADRE provided attestation, [\(click here\)](#) that by signing, the student attests that the signature indicates student's true identity. In addition, the school shall maintain a record for five years of each student attending the school. The record shall include: the name of the student; the dates of attendance; the course title and ADRE course number, credit hours awarded. The original signature roster for each course must be retained by school for five (5) years.

**Student Course Evaluation:** Upon completing the 90 hours of classroom instruction the student must complete the ADRE prelicensure course evaluation form, covering both content and instructor delivery [\(click here\)](#). School Administrator must be prepared to demonstrate that "end-of-course" evaluations are being completed. All course evaluations must be retained according to course number for five years from course completion.

**Course Completion Certificate:** After students pass the school final exam, and after the course evaluation form is completed, each student shall receive a fully completed ADRE required Student Course Completion Certificate [\(click here\)](#), which includes: 1) the name of course provider; 2) the course title; 3) the course number; 4) the course start date; 5) the course completion date; 6) hours awarded; 7) the Student's name; and 8) the School's contact information. Note: Only the School Administrator shall complete and sign the Student Course Completion Certificates. Providers (schools) are not to have a student fill in the information on their own course completion certificate.

**Credit Hour:** The course must contain a minimum of ninety (90) credit hours. A "credit hour" is 50 minutes of instruction. A "credit hour" does not include break time, administration of the final examination, nor sponsor presentation time. Maximum of 10 credit hours per day for pre-licensing education. A.A.C. [R4-28-402\(C\)](#).

**Course Outline:** All applications must be complete at time of submission. Courses must be organized and divided into fifty (50) minute instructional segments, with those segments organized into multiple units of instruction. Application must include a very detailed course outline of the entire proposed course material with sufficient detail to clearly identify the course scope and content. Each unit of instruction must be delivered in a manner that supports the learning objective of the course. The outline must identify: 1). The nature of each subject matter and each specific topic, according to the ADRE Detailed Instructor Outline Prescribed Curriculum, 2). Specific time allocations for each topic; 3). Topic placement within the instruction; 4). A desired instruction outcome stating the relevant and unique proposed course learning objective for each instructional segment, and, 5). the teaching method(s) applied. The outline must be presented in 12 point type. The ADRE provided School Administrator Attestation must be signed by the authorized School Administrator.

#### **Application Timeframe Filing Requirements (A.R.S. [§32-2135](#))**

Pre-License course applications must be received by ADRE **no less than 30 days prior to the first course presentation and** allow ADRE a maximum 30 days for approval process. -

Should deficiencies still exist after the overall time-frame period expires, the course approval will be denied. The school may advertise a course, before its approval, only as "pending approval". A.A.C. [R4-28-103](#)

**Sale or promotion of products or services are only permitted prior to or after class, or during breaks. Lender programs presented in class must be generic programs, offered through other Arizona lenders, and not proprietary to the presenting lender.**

A.R.S. [§32-2135\(E\)](#) states, in pertinent part: "The commissioner may determine minimal content requirements for approving educational courses....".



Arizona Department of Real Estate (ADRE)  
Education Division  
[www.azre.gov](http://www.azre.gov)

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**FORM ED-112 for  
PRE-LICENSING EDUCATION - BROKER**  
**Delivered by LIVE CLASSROOM**  
Review the course application requirements prior to submitting this form.

**SECTION 1 – PRE-LICENSING EDUCATION COURSE INFORMATION**

<b>1. Course Title:</b>		<b>Date Submitted:</b>	
<b>2. Pre-Licensing Course Type:</b> <b>Purpose:</b> <input type="checkbox"/> New Course—Recurring <input type="checkbox"/> Revised Course <input type="checkbox"/> Renewal Expiration Date*: _____ (*must file before expiration)		<b>Total No. Credit Hours:</b>	
<b>3. If applicable, existing ADRE course number</b> _____ <b>Previously approved for this same submitting School?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4. Desired Instructional Outcome</b> (a descriptive summary of the course, its objective, and its application to protection of the public interest):  			
<b>5. School's Legal Name:</b>		<b>Phone No.:</b>	
<b>School Address:</b>		<b>Email Address:</b>	
		<b>City</b>	<b>State</b>
		<b>Zip Code</b>	
<b>6. School License No.:</b>		<b>School Expiration Mo/Year:</b>	
<b>7. Regular Business Hours:</b> _____ <b>a.m. or p.m.</b> through _____ <b>a.m. or p.m.</b>			
<b>8. Days of Week with Regular Business Hours</b> (Check all that apply): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
<b>9. Ten (10) Hours Maximum Per Day.</b> Are measures in place to prevent students from receiving credit for more than ten (10) hours of Pre-Licensing education per day? A.A.C. R4-28-401 (E) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>10. Arizona Practices.</b> <b>A.</b> Does the entire course content adhere to the Detailed Instructor Outline Prescribed Curriculum and clearly and exclusively identify current <b>Arizona Practices</b> when it covers areas of practice, law, administrative code, custom or the standard of care? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>B.</b> Is the majority of course content specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes, rules and policies? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## SECTION 2 – COURSE ORIENTATION

12. Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) the ADRE course total credit hours applicable to licensure; 3) cost of the course; 4) refund policy; 5) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) course completion requirements; 7) policies regarding attendance and behavior; 8) topical outline; 9) learning objectives; and 10) and a statement of any job placement service? A.A.C. [R4-28-404\(E\)](#) ☐ Yes ☐ No

## SECTION 3 - INSTRUCTION METHODS / TEACHING AIDS

### Instruction Methods (Check all that apply)

- |                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input type="checkbox"/> Lecture    | <input type="checkbox"/> Interactive    | <input type="checkbox"/> Discussion                  | <input type="checkbox"/> Vocabulary Review |
| <input type="checkbox"/> Simulation | <input type="checkbox"/> Quiz Review    | <input type="checkbox"/> Role Play                   | <input type="checkbox"/> Group Exercise    |
| <input type="checkbox"/> Quiz       | <input type="checkbox"/> Math Exercises | <input type="checkbox"/> Other (Describe in outline) |  |

If Live Classroom Live Streaming, will students be able to observe and participate remotely?

☐ Yes ☐ No

**Interactivity** - Students will interact, view material and ask questions to the instructor via (select all that apply):

- |                                |   |                               |
|--------------------------------|---|-------------------------------|
| <input type="checkbox"/> Email | <input type="checkbox"/> Chat                               | <input type="checkbox"/> VOIP |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Other electronic means (Describe): |                               |

**Interactivity Instances** - Live Streaming Interactivity Instances:

- |                                  |                                    |  |   |
|----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Chat    | <input type="checkbox"/> Responses | <input type="checkbox"/> Quizzes         | <input type="checkbox"/> Challenge Word |
| <input type="checkbox"/> Surveys | <input type="checkbox"/> Polling   | <input type="checkbox"/> Breakout Groups |   |

In addition to lecture, are at least 2 instruction methods planned for each credit hour?

☐ Yes ☐ No

### Teaching Aids (Check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Text(s)               | <input type="checkbox"/> Handout(s)        | <input type="checkbox"/> PowerPoint                 |
| <input type="checkbox"/> Flip Chart/Whiteboard | <input type="checkbox"/> Internet/Software | <input type="checkbox"/> DVD/Video - Total Class %: |
| <input type="checkbox"/> Quiz                  | <input type="checkbox"/> Other (Describe): |   |

**Teaching Materials.** Is a statement attached listing all teaching materials, and/or aids used, including any student handouts and textbook titles and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained.

☐ Yes ☐ No

If Live Classroom Live Streaming, will students receive the required course outline and supportive materials in advance of the course beginning?

☐ Yes ☐ No

## SECTION 4 - FINAL EXAMINATION

Is the student required to pass a comprehensive school test (examination on the course) according to application requirements to receive credit?

☐ Yes ☐ No

a. Is a copy of the test with the answer key attached?

☐ Yes ☐ No

Is the pass rate for the comprehensive test at least 75%?

☐ Yes ☐ No

Are there at least 150 questions on the comprehensive test, with a question bank of at least a 2X1 ratio?

☐ Yes ☐ No

## SECTION 5 -- STUDENT IDENTITY VERIFICATION

*Student records for each course must be retained by the school for five (5) years pursuant to [A.A.C. R4-28-404](#).*

Is a process in place to maintain the original ADRE required signature roster ([click here](#)), including the ADRE student identity verification attestation for each course offering to track every sign-in and sign-out activity to comply with record keeping requirements, etc.?

☐ Yes ☐ No

**Student Authentication Verification:** There is a system in place to verify/authenticate that the person taking the course is the registered student, including an attestation from each student verifying the same.

☐ Yes ☐ No

**Student verification requirements are not met by only collecting a Arizona Real Estate License Number nor a message to an email/phone from the student.**

Security Measures/Protocols Description:

Signed Certification Statement from Student. A signed certification statement from the student will be attained from the student and retained by the school that the student has completed each assignment of instruction.

☐ Yes ☐ No

**In/out Log:** Whether in person or live streaming, student attendance and log in/log out activity will be recorded and documented by the school to ensure compliance with instruction seat time requirement of 50 minutes per credit hour and a total of 90 hours seat time.

☐ Yes ☐ No

### Security Measures/Protocols.

Except for scheduled breaks, the instructor and school will ensure the registered student attends the entire course, with online students remaining on camera and required to remain in visual full face view to the instructor and/or course monitor(s).

☐ Yes ☐ No

Course instructors and school course monitor(s) will be able to visually monitor students at all times.

☐ Yes ☐ No

## SECTION 6 -- HARDWARE AND/OR SOFTWARE

Mobile devices such as tablets and cell phones tend to present software and bandwidth system limitations related to educational courses. Additionally, it remains illegal for individuals to drive while using a cell phone to watch videos, record videos, or any other use of the device that causes a distraction and requires use of your body ARS 28-672. Adoption of desktop- or laptop-only policies by the school is strongly recommended and student "attendance and performance" will be a focus of Department monitoring and audits, if not. Has the school adopted a desktop- or laptop-only policy or device restriction policy, such as cell phones, for students?

☐ Yes ☐ No

### ONLY REQUIRED IF COURSE WILL BE LIVE CLASSROOM LIVE STREAMING.

**Hardware or Software Failure.** Is there a plan in place for dealing with a hardware and/or software failure?

☐ Yes ☐ No

**Hardware or Software Failure Notice.** Does each screen of the course clearly indicate the contact information or a linked help tool if the student needs assistance and/or has hardware and/or software problems?

☐ Yes ☐ No

### Contact Information:

Print Name:

Phone #:

Email:

## SECTION 7 -- COURSE EVALUATION

Is a process in place for the ADRE required course evaluation form to be distributed to students and collected at the end of the course just before the completion certificate is issued?

ADRE required Course Evaluation Form ([click here](#))

☐ Yes ☐ No

## SECTION 8 -- COURSE COMPLETION CERTIFICATE

Is the ADRE Course Completion Certificate requirement satisfied? See Instructions – ([click here](#)) for certificate

☐ Yes ☐ No

**SECTION 9 – OPTIONAL - HOST CLASSROOM TO REMOTE CLASSROOM VIA LIVE STREAMING**

This method would have a live instructor in one classroom (host) being live streamed to another classroom (remote) in another geographic location, where students are in both classrooms and both groups are able to interact with the instructor. Only complete this section if it applies to the course for which you are applying.

**Live Classroom:** All education classes are delivered by an ADRE approved live instructor from a host classroom to remote individuals/classroom through synchronous delivery platforms with real time audio and video.

**Remote Live Streaming Classroom Location Requirements:**

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| a. Remote live streaming classroom courses are held in a classroom facility that meets ADRE classroom criteria/guidelines as defined in rule, statute or policy and will comply with applicable local, state and federal regulations regarding safety, health, and disabilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Remote live streaming classroom courses have a synchronized platform, which includes bi-directional audio and video communication between the Host Instructor and the classrooms?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c. Remote live streaming classroom courses have an onsite monitor in the classroom to monitor attendance and student engagement activities and follow prescribed guidelines?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d. Host classroom is administered by a live instructor?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e. Course administrator able to visually monitor the remote classrooms?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**SECTION 10 – LIVE CLASSROOM COURSE LOCATION****Instructor Class Location/Address:**

Each course event requires a separate 14 day notice pursuant to A.R.S. [§32-2135\(H\)](#). This application does not serve as the required 14 day notice nor *notice for a course to be held outside of the State of Arizona*. A.R.S. [§32-2135\(J\)](#).

Visit [www.azre.gov](http://www.azre.gov) to submit notice through the ADRE Online Real Estate School System. If the course is being held outside the State of Arizona, you will indicate where it is to be held under “Other Locations” on the “School Course Event Locations” page. Also, if the course is being held outside the State of Arizona, you are required to create a video recording of the course as ADRE may request and review it.

Each Live Classroom course will be scheduled on the ADRE 14 day notice, **and** the course access information will be submitted to ADRE through the Message Center at [www.azre.gov](http://www.azre.gov) in advance of the course delivery date.

☐ Yes ☐ No

**SECTION 11 - INSTRUCTOR(S)**

**11. Approved Instructor(s) who will teach/continue to teach this course:** If more names, list on separate sheet and check here

Instructor Name (Live Classroom)	Approval for Pre-licensure?	ADRE Instructor #	Expiration Date.	Active AZ Real Estate Broker?
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)**

**SECTION 12 - INSTRUCTOR ATTESTATION (If more than one instructor, attach additional attestations)**

(If more than one Instructor, attach Instructor Attestation for each)

By my signature below, I attest that I have reviewed the entire course and material and the course is accurate, specific to Arizona, timely, relevant, and does not contain any information that is not applicable in Arizona and is in accordance with all applicable current Arizona statutes and rules. I will maintain a current ADRE Instructor license specific to this course during all times of instruction of this course.

Instructor Name (print):

Course Title:

Signature:

Date:

## SECTION 13 - SCHOOL PRIMARY ADMINISTRATOR ATTESTATION

When a School Administrator is severed from a school, a new attestation must be signed by the new appointee.

By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application, including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approved each proposed instructor's credentials and qualifications (including the delivery platform applied for here). Should the Instructor no longer be with my school, I will notify the ADRE immediately. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to

A.R.S. §§32-2135(C) and 32-2153(A)(26). I attest that:

- The course content adheres to A.R.S §§ 32-2124, 32-2135 , the requirements of the Application and the ADRE Detailed Instructor Outline, and that the course content is intended to prepare the student with an appropriate knowledge and understanding of real estate practices in the real estate profession in Arizona, as well as protecting the public interest.
  - The course content is appropriate for professional real estate education, reflects current Arizona real estate practices or methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.
  - Each named proposed instructor for this course is knowledgeable and is a subject matter expert in the curriculum and delivery platform applied for, and is, and will be a current ADRE approved instructor at all times of presentation.
  - The course content is, and will remain current, accurate, specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes and rules; The course will be updated, or rewritten as necessary during the four (4) year course approval period
  - All instructional materials used by students reflect accurate and current content according to Arizona real estate practice, and contain no significant errors, in content, typography or grammar, and adhere to all copyright requirements.
  - I further understand that "The course may not be taught if the content ceases to be current or is substantially changed."
- A.R.S. §32-2135(F) .

I have a full understanding, that should there be any proven misrepresentation, in this application, or any of the attachments, any approval, which may have been granted, is subject to suspension or revocation, and disciplinary action could occur.

Administrator Name (printed):

Title:

Administrator Signature:

Date:

#### SECTION 14 – 90 HOUR BROKER PRE-LICENSE COURSE OUTLINES

Is a copy of the School's Official Detailed Broker Pre-License Course Outline included with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the submitted School's Pre-License Course Outline contain all of the mandatory content in the ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the School's Pre-License Course Outline contain the nature of each subject matter and each specific topic, according to the ADRE Detailed Instructor Outline Prescribed Curriculum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the School's Pre-License Course Outline contain specific time allocations and placement in course for each topic, and divided into estimated fifty minute instructional segments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the School's Pre-License Course Outline contain topic placement within the instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the School's Pre-License Course Outline contain a desired instruction outcome stating the relevant and unique proposed course learning objective for each instructional segment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the School's Pre-License Course Outline contain the teaching method(s) applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the following outline matrix in SECTION 15 below which includes the ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License content in the left column. Be sure to include the approximate time for each topic, page and item number of corresponding items on school pre license course outline, learning objectives, and teaching methods in the appropriate columns.	

#### COMPLETE DETAILED BROKER PRE LICENSE COURSE OUTLINE AND REFERENCE INFORMATION MATRIX IN NEXT SECTION (SECTION 15)

**Note:** **TIME GUIDE** and **OBJECTIVE** information is only required for each Subject Matter Topic (Nos. 1.-27.) in the Matrix and is not necessary for each Subtopic item.

Schools may attach additional information in the form of an addendum that specifically lists numbered Objectives and Teaching Methods and reference one or more Objectives of Teaching Methods by number in the detailed outline for this Section

#### Teaching Methods Reference Key

1. Text
2. Graphics
3. Audio
4. Photos
5. Video
6. Interactivity
7. End-of-Module Quizzes
8. Other (Describe in outline)



**SECTION 15 - DETAILED BROKER PRE LICENSE COURSE OUTLINE AND REFERENCE INFORMATION MATRIX**

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
<b>1. Sources of Real Estate Law &amp; Policy</b>				
Arizona Constitution				
Arizona Revised Statutes (e.g., ARS 32-2101)				
Federal Statutes				
Commissioner's Rules (Arizona Administrative Code e.g., R4-28-1101A)				
ADRE Substantive Policy Statements (SPS)				
Court Cases (Case Law) Summaries attached, are part of this curriculum and may be used in course.				
1.1. Article 26, Arizona Constitution				
1.1.1. Case Law: State Bar of Arizona v Arizona Land Title & Trust Co.				
1.2. Arizona Real Estate Statutes (Title 32, Chapter 20)				
1.2.1. Article 1: Real Estate Department				
1.2.1.1. Definitions				
1.2.1.1.1. Real Estate Broker				
1.2.1.1.2. Real Estate Salesperson				
1.2.1.2. Real Estate Commissioner				
1.2.1.2.1. Powers/Duties of the Commissioner				
1.2.2 Article 2: Licensing				
1.2.2.1. Exemptions to Licensing (ARS 32-2121)				
1.2.2.2. Broker and Salesperson requirements (ARS 32-2123, ARS 32-2124, ARS 32-2125, ARS 32-2125.01, 32-2125.02)				
1.2.2.3. Place of business required (ARS 32-2126)				
1.2.2.4. Branch office requirements (ARS 32-2127)				
1.2.2.5. Broker's temporary absence (ARS 32-2127D)				
1.2.2.6. Active v. inactive status				
1.2.2.7. Display of license (ARS 32-2128)				
1.2.2.8. Multiple licenses (ARS 32-2125.01)				
1.2.2.9. Renewal of License (ARS 32-2130)				
1.2.2.10. Temporary Broker's license (ARS 32-2133)				
1.2.3. Article 3: Regulation				
1.2.3.1. Disposition of funds (ARS 32-2151)				
1.2.3.2. Broker requirements; Record keeping (ARS 32-2151.01, SPS 2005.06, 2010.01)				
1.2.3.3 Real Estate Employment Agreements (ARS 32-2151.02)				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
1.2.3.4. Action to collect compensation (ARS 32-2152)				
1.2.3.5. Grounds for denial, suspension or revocation of licenses (ARS 32-2153)				
1.2.3.6. Consent Orders, Cease & Desist Orders (ARS 32-2153.01 & 32-2154)				
1.2.3.7. Restriction on employment or compensation (ARS 32-2155)				
1.2.3.7.1. Broker to employ and pay only active licensees				
1.2.3.7.2. Unlawful to pay unlicensed person				
1.2.3.7.3. No compensation for negotiating loans				
1.2.3.7.4. Paying commission after license expiration or transfer of employment (SPS 2005.08)				
1.2.3.8. Real Estate sales and lease disclosure law (Stigmatized property law ARS 32-2156)				
1.2.3.8.1. Case Law: Lerner v DMB Realty				
1.2.3.9. Out-of-state broker, cooperation agreement (ARS 32-2163)				
1.2.3.10. Unlicensed activities (ARS 32-2165)				
1.2.3.11. Real Estate Teams/Groups				
1.2.3.11.1. Employee(s) of Broker or Salesperson (ARS 32-2121(A)9)				
1.2.3.11.2. Unlicensed Assistants (SPS 2017.01)				
1.2.4 Article 3.1 Property Management				
1.2.4.1. Property Management Agreements (ARS 32-2173)				
1.2.4.2. Licensees acting as a property manager outside of brokerage company				
1.2.4.3. Unlicensed persons performing property management				
1.2.4.4. Property Management Accounts (ARS 32-2174)				
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1.2.4.5 Property management Records; Requirements; Audits (ARS 32-2175, SPS 2013.01)				
1.2.5. Article 4: Sale of Subdivided Lands				
1.2.5.1. Definition (ARS 32-2101)				

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1.2.5.2.1. Public Report Requirements (ARS 32-2181A)				
1.2.5.2.2. Requirements in AMA (ARS 32-2181C)				
1.2.5.2.3. Unlawful to Act in Concert (ARS 32-2181D)				
1.2.5.2.4. Acquisition of 6 or more parcels in existing subdivision through foreclosure not exempt from public report requirement (ARS 32-2181 E2)				
1.2.5.2.5 Exemptions (ARS 32-2181.02)				
1.2.5.2.5.1. Bulk Sales				
1.2.5.2.5.2. 160 Acres or more				
1.2.5.2.5.3. Commercial/Industrial				
1.2.5.2.5.4. Subsequent owner exemption				
1.2.5.2.6. Lot Reservations (ARS 32-2181.03)				
1.2.5.3. Rescindable Sales: (ARS 32-2183I)				
1.2.5.3.1. Public Report Receipt from buyer				
1.2.5.4. Amended Public Report (ARS 32-2184)				
1.2.5.5. Sale of Unimproved Parcels (ARS 32-2185.01)				
1.2.5.5.1. Definition (ARS 32-2101)				
1.2.5.5.2. Rights to Rescind (ARS 32-2185.01 D & E)				
1.2.5.6. Affidavit of Disclosure (ARS 33-422)				
1.2.5.6.1. Applicable properties & requirements				
1.2.5.6.2. Time frames for delivery and right to rescind				
1.2.5.6.3. Case Law: Verma v Stuhr				
1.2.6 Article 5: Real Estate Recovery Fund				
1.2.5.1. Definition				
1.2.5.2. Process and procedures				
1.2.5.3. Fund liability				
1.2.5.4. Eligible parties				
1.2.5.5. Funding				
1.2.7. Article 7: Sale of Unsubdivided Land				
1.2.7.1. Definition (ARS 32-2101)				
1.2.8. Article 9: Real Estate Timeshares				
1.2.8.1. Definition (ARS 32-2101)				
1.2.8.2. Timeshare public report requirements				
1.2.8.3. Rescission of contract or agreement				
1.2.8.4. Advertising and promotional requirements				

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2.1.2. Employing Broker, Sole proprietors,				
2.1.3. Corporations, Limited Liability Companies				
2.1.4. Renewal, reinstatement, changes				
2.1.5. Professional Corporations, Professional				
2.1.6. Limited Liability Companies				
2.1.7. Branch offices, managers				
2.1.8. Unlawful license activity				
2.2. Article 4: Education				
2.2.1. Continuing Education Requirements (R4-28-402A)				
2.2.2. Broker management Clinics (ARS 32-2136)				
2.3. Article 5: Advertising				
2.3.1. Advertising by Licensee (R4-28-502 as defined in ARS 32-2101(2))				
2.3.1.1. No blind ads (R4-28-502A)				
2.3.1.2. "Owner Agent" requirement (R4-28-502B)				
2.3.1.3. Accurate Claims (R4-28-502C)				
2.3.1.3.1. Case Law: Barnes v Lopez				
2.3.1.4. Broker's name in clear and prominent manner (R4-28-502E, SPS 2007.18)				
2.3.1.5. Advertising another broker's listing (R4-28-502F)				
2.3.1.6. Designated Broker shall supervise all advertising (R4-28-502G)				
2.3.1.7. Advertising the term "acre" (R4-28-502H)				
2.3.1.8. Written consent to place sign (R4-28-502I)				
2.3.1.9. Trade Names (R4-28-502K)				
2.3.1.10. Internet Advertising (R4-28-502L)				
2.3.2. Promotional Activities (R4-28-503)				
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2.3.2.2. Disclosure of terms for premiums				
2.3.2.3. Lotteries, drawings or games of chance prohibited				
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2.4. Article 7 : Compensation Sharing Disclosure				
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2.5.1.3. Broker to retain copies of escrow closing statements				
2.6.1. Duties to Client (R4-28-1101A)				
2.6.2. Disclosure of Material Facts (R4-28-1101B)				
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2.6.2.1.1. Lombardo v Albu				
2.6.2.1.2. Development Corporation v Pima Capital Management				
2.6.2.1.3. Mammas v Oro Valley Townhouses				
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2.6.3. Perform acts expeditiously (R4-28-1101C)				
2.6.4. Controversies between licensees (R4-28-1101D)				
2.6.5. Disclosure of Conflicts of Interest (R4-28-1101E)				
2.6.6. Dual Compensation (R4-28-1101F)				
2.6.7. Accepting Additional Compensation (R4-28-1101G)				
2.6.8 Areas of Expertise (R4-28-1101H)				
2.6.9 Exercising reasonable care: R4-28-1101I				
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<b>3. Agency Relationships and Managerial Duties</b>				
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3.1.1.3. Power of Attorney and Attorney in Fact				
3.1.1.4. Durable power of attorney				
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3.2.1.2. Owner/agent & self-dealing conflicts of interest				
3.2.2. Single Agency				
3.2.3. Sub-Agency				
3.2.3.1. Scenarios				
3.2.3.1.1. Delegation of authority to other designated broker during temporary absence				
3.2.3.1.2. Vacationing salesperson authorizes licensee from other company handle transactions				
3.2.3.1.3. Licensee changes brokerages but continues to service former company's transactions				
3.2.4. Agency principles				
3.2.4.1. Vicarious liability (Respondeat Superior)				
3.2.4.2. Imputed notice				
3.3. Fiduciary Duties				
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3.3.2. Obligations				
3.3.3. Requirements				
3.3.4. Breach of Fiduciary Duty Examples				
3.3.5. Case Law: Horike v Coldwell Banker				
3.4. Misrepresentation and Fraud				
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3.7.1. Statutory Definition (A.R.S. 32-2151.02(E), ARS 44-101)				
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3.7.3.7.2. Buyer's offer on a Coming Soon Listing				
3.7.3.8. "Exclusive" Listing				
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3.7.3.8.3. Compensation to buyer's agent				
3.7.3.9. Working with a For Sale by Owner				
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3.7.4.1. Importance of broker record keeping				
3.7.4.2. Case Law: Young v Rose				
3.7.5. Compensation and Co-brokerage				
3.7.5.1. Retainer fees				
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3.8.1. Cyber Crime				

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4.1.1. Competent parties				
4.1.2. Offer and acceptance (and proper communication of acceptance)				
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4.1.4. Consideration				
4.1.5. Adequate description of the property/legal description				
4.1.6. Smart Contracts (ARS. 44-7061)				
4.1.6.1. Definition				
4.1.6.2. Application				
4.1.6.3. Legal effect				
4.2. Statute of Frauds (A.R.S. 44-101)				
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4.3. Electronic Transactions (A.R.S. 44-7007, ARS 44-7031, SPS 2005.10)				
4.4. Bankruptcy				
4.4.1. Impact on contracts/transactions and foreclosure				
4.4.2. Chapter 7, 11 & 13 basics				
4.5. Purchase Contracts				
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4.5.2. Offer, acceptance and communication				
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4.5.4. Close of escrow – actual occurrence				
4.5.5. Risk of loss before C.O.E.				
4.5.6. Marketable title				
4.5.7. "Time is of the Essence"				
4.5.8. Contingencies				
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4.5.11. Counter offers				
4.5.12. Multiple counter offers				



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4.6.3.2. Liability				
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4.7.6. Termination of lease-option upon default (Tie-in)				
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5.1.2. Appurtenances				
5.1.2.1. Improvements				
5.1.2.2. Fixtures				
5.1.2.2.1. Legal Tests				
5.1.2.2.2. Owned v. Leased (Solar Systems)				
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5.2.4. Manufactured Home Sales (new and resale) (A.R.S. 41-4028)				
5.2.4.1. Listing and selling unaffixed manufactured homes				
5.2.4.2. Affidavit of Affixture (ARS 42-15203)				
5.3. Real Estate Interests and Ownership				
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5.7.2.1.2. Percentage of ownership required				
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5.7.2.1.4. Owner's rights				
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6.4. Real Property Taxation				
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6.4.4.2. Vacant Land (Class 2)				
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6.4.6. Appealing FCV				
6.4.7. Property tax lien date and priority				
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7.2. Deduction of Taxes and Interest on Principal Residence				
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7.3. Sale of Principal Residence				
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7.4.2.1. Allocating basis for depreciation				
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7.4.3.1. Basis calculation				
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7.5.2. Taxation of mortgage over basis				

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7.5.4. Step-up in basis upon death				
7.5.4.1. JTWS v Community Property				
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7.6.1. Federal & Arizona requirements				
7.6.1.1. Withholding				
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7.6.1.3. Workman's compensation				
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7.6.1.5. Reporting income (W2 v. 1099)				
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8.2. Water Sources				
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8.4. Arizona Groundwater Act of 1980				
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8.4.1.1. Overdraft				
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8.4.6. Assured Water Supply versus Adequate Water Supply				
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8.4.7.3. Exempt Wells				
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8.4.7.5. Well share agreements				
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<b>9. Environmental Law</b>				
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9.1.1. Environmental Protection Agency (EPA)				
9.1.2. Arizona Department of Environmental Quality (ADEQ)				
9.2. Environmental Laws and Regulations				
9.2.1. Federal-Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)				
9.2.2. State – Water Quality Assurance Revolving Fund (WQARF)				
9.3. Common Issues				
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9.3.2. Radon				
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9.3.4. Lead paint – contract requirements				
9.3.5. Underground storage tanks (UST)				
9.3.6. SBS (sick building syndrome)				
9.3.7. Pesticides and fertilizers				
9.3.8. Wood destroying insects				
9.3.9. Flood hazard areas				
9.3.10. Expansive soils				
9.3.11. Fissures as shown on earth fissure maps issued by the Arizona Geological Survey				
9.3.12. Radon gas potential zones				
9.3.13. Superfund Sites and Water Quality Assurance Revolving Fund Sites				

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9.4.2. Phase II Assessment				
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9.4.3.2. Management in place/encapsulation				
9.5. Strict Liabilities				
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9.6.1.1. Requirements upon resale				
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<b>10. Land Descriptions</b>				
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10.2. Rectangular Survey aka Government Survey aka Public Land Survey System (PLSS)				
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10.2.5. Sections				
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11.2.7. Variances				
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12.4. Mechanic's Liens				
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12.4.7. Notice of Completion by either party				
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12.7. Priority of Liens				
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13.6. Requirements for validity of deeds				
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14.7. Foreign Investment Real Property Tax Act (FIRPTA) (IRS Code 4.61.12)				
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15.1.1. 1866 Civil Rights Act (U.S.C. 14 Stat 27-30)				
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15.1.4. Equal Opportunity Lending – Equal Credit Opportunity (ECOA)				
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15.4.1. Arizona Residential Landlord and Tenant Act				
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<b>17. Commercial Leasing &amp; Building Terminology</b>				
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17.3 Certificate of Occupancy				
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17.13. Calculating free rent period				
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17.15. Commercial Real Estate Broker Liens (ARS 33-1071)				
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17.15.2. Commission agreement requirements				
17.15.3. Preliminary notice recordation				
17.15.4. Recording Notice of Broker Lien				
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17.16. Building Classifications: A, B, C				
17.17. As-Built				
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18.2. Landlord Obligations				
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18.2.1.2 Refundable v. Non-refundable				
18.2.1.3. Move-in and move-out inspections				
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18.2.2.2. Availability of AZ Residential Landlord and Tenant Act				
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18.3.2. Follow Rules and Regulations				
18.3.3. Access and notice by landlord				
18.4. Remedies				
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20.3. Appraisal Concepts and Principles of Value				
20.3.1. Highest and Best Use				
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20.3.5 Plottage (Assemblage)				
20.3.6. Orientation				
20.3.7. Externalities				
20.3.8. Appreciation				
20.3.8.1. Earned Increment				
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20.3.9. Depreciation				
20.3.10. Economic life				
20.3.11. Excess land				
20.3.12. Value-in-Use				

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22.2.2. Types of Properties				
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22.10. Commercial Financing				
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27.3.2.1. Arizona Department of Financial Institutions				
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29.1.1. Signage and license display (A.R.S. §32-2126.B, A.R.S. § 32-2127.B, A.R.S. § 32-2128)				
29.1.2. Employee files (A.R.S. § 32-2151.01)				
29.1.3. Broker's operating and/or commission account (A.R.S. §32.2155, A.R.S. § 32-2163.A & B)				
29.1.4. Broker's Policy and Procedure Manual (R4-28-1103.A)				
29.1.5. Delegations of Authority for Broker duties and Broker Temporary Absence (A.R.S. § 32-2151.01.G, A.R.S. § 32-2127.D, R4-28-304.B)				
29.1.6. Sales, Listing, Leasing and/or Property Management Logs (A.R.S. § 32-2151.01E, A.R.S. § 32-2175E)				
29.1.7. Sales files for completeness and timely documented broker review (A.R.S. § 32-2151.01)				
29.1.8. Transactions in which licensees acted as a principal (R4-28-1101.E)				
29.1.9. Property Management Agreements (A.R.S. § 32-2173)				
29.1.10. Broker Trust bank accounts, including bank statements and monthly trust account reconciliations (A.R.S. § 32-2151)				
29.1.11. Client and Tenant Ledgers, Liability Balances and Monthly Reports (A.R.S. § 32-2175.C)				
29.1.12. Checkbook register (receipts and disbursement journal) (A.R.S. § 32-2151.A.2)				
29.1.13. Trust Account signature cards (A.R.S. §32-2174)				
29.2. Broker Supervision & Control Audit Declaration				
29.2.1. Purpose & proper interpretation				
29.3. ADRE Website Audit Division Demonstration				
29.3.1. Documents and links review and demonstration				