



## DELEGATION OF AUTHORITY APPLICATION (FORM LI-204) INSTRUCTIONS

Designated Broker Delegation cannot be completed online, submit completed Form LI-204 using [WWW.AZRE.GOV](http://WWW.AZRE.GOV) Message Center.

**FEES:** Fees may change without notice. Visit ADRE website at [www.azre.gov](http://www.azre.gov) and view the updated fee schedule.

### DESIGNATED BROKER (DB) DELEGATION OF AUTHORITY

#### DELEGATED ASSOCIATE BROKER (DAB) - A.R.S. §32-2151.01(G)

- A DB may delegate the authority being given to the Associate Broker who the DB employs to review and initial contracts and similar documents pursuant to A.R.S. §32-2151.01 (G) on the Designated Broker's behalf.
- Pursuant to A.R.S. §32-2151.01 (G), the Delegated Associate Broker (DAB) must complete the nine (9) hours of Broker Management Clinic (BMC) courses prior to being appointed and at every renewal period.
- Upon change or removal of the branch manager, the DB shall submit a new authorization to the Department within ten (10) days of the change and shall retain a copy in the Broker's main office for five (5) years.

#### BRANCH MANAGER DELEGATION—A.A.C. R4-28-304(B)

Branch Manager delegation cannot be processed online. Scan completed documents using [www.azre.gov](http://www.azre.gov) message center. See Form LI-204, for assigning the delegations.

- Every branch office must have a branch manager in place to operate as a branch office. A Designated Broker licensed at a different location cannot function as a branch manager.
- The DB may delegate from the attached document an Associate Broker or Salesperson to perform the selected authorizations when dealing with branch office transactions. This delegation does not relieve the DB from any responsibilities.

#### DESIGNATED BROKER TEMPORARY ABSENCE DELEGATION—A.R.S. §32-2127(D)

- When a DB is unable to act within twenty-four (24) hours, they may delegate a licensee whom they employ, or another DB to act in their behalf. The DB shall make this delegation in writing and may have the option of completing and submitting the above form to ADRE to comply with the requirement for providing a copy of the written delegation with any hire, sever or renewal form submitted to the ADRE which is signed by the DB designee. The DB shall keep the original written delegation for one (1) year from its effective date.
- This delegation shall not exceed thirty (30) days' duration and may authorize the designee to perform any and all duties the DB may legally perform, except that a salesperson shall not be authorized to hire or sever licensees. A written delegation is required for each temporary absence.

### FORM LI-204 INSTRUCTIONS

- Licensee completes "DELEGATION OF AUTHORITY" form. Signature and date required.
- DB completes "TYPE OF CHANGE BEING MADE," "ADD/CHANGE/REMOVE LICENSEE," and "EMPLOYMENT ACTION: HIRE/TRANSFER/SEVER/NO CHANGE." Information must reflect the office to which the licensee is delegated, change in status, or authority being added or removed.
- DB must complete "ASSOCIATE BROKER DELEGATION" or "SALESPERSON DELEGATION" for the authority being delegated and if the authority will be full or limited. DB must also complete the "AUTHORITY ATTESTATION" with signature and date required.
- If an Associate Broker is being delegated, list the three (3) Broker Management certificates and provide copies.
- Any delegated authority does not relieve the Designated Broker of ultimate Supervisory duties of the DB position.
- If submitting for a broker's temporary absence delegation, make sure the dates are entered for the period of time the broker will be away from the office.

**INFORMATIONAL NOTICE - INCOMPLETE OR PARTIALLY COMPLETE DOCUMENTS WILL NOT BE ACCEPTED BY ADRE.** If the Department receives an incomplete application, ADRE will return the application unprocessed.