

ENTITY / EMPLOYING BROKER NAME RESERVATION REQUEST (FORM LI-213) INSTRUCTIONS

- Form LI-213 is to be used to request an approval of a Legal/Doing Business As (DBA) name for a brokerage.
- Form LI-213 is NOT to be used for Professional Corporation (PC) or Professional Limited Liability Company (PLLC) requests.
- Upon approval/denial, ADRE will issue "Entity / Employing Broker Name Reservation Notice".
- ***Do not register with the Arizona Corporation Commission (ACC) or the Arizona Secretary of State (SOS) prior to receiving the ADRE notice.***
- Only one (1) "Entity / Employing Broker Name Reservation Request" (LI-213) per brokerage will be accepted.

Name Reservation Request Process:

- Submit the completed form by printing, scanning and submit through the ADRE Message Center by [clicking here](#).
- Allow up to ten (10) business days for review and approval/denial email notification. **Please do not call ADRE for status.**
- Requests will be processed in the order received; ADRE does not expedite applications.
- The name reservation approval will be valid for 90 days from approval notification.
- Extensions will not be granted.
- A new name request may be submitted **only after** an ADRE denial or the ADRE designated reservation expiration date.
- When approved, attach the "Entity Name Reservation Notice" approval, before the expiration date, with Form LI-212.
- If name is a franchise, submit a copy of the franchise agreement with your name reservation request.

The use of the following words/terms in the proposed Name Reservation will not be approved:

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| • ANY DBA REGISTERED AS LLC OR CORP (IF NOT THE SAME AS LEGAL NAME) | • INC, CORP (NOT FOR LLC) |
| • BANK, BANKING, BANKS | • INSURANCE |
| • COLLECTION, COLLECTIONS | • TEAM |
| • .COM OR .NET | • TRUST |
| • FIDUCIARY | • INITIALS FOR ANY OF THE PREVIOUSLY MENTIONED ITEMS |
| • FINANCIAL | • NAME PROTECTED BY TRADEMARK |

Application must be complete when submitted to ADRE or the application will be returned unprocessed. ADRE reserves the right to deny a Name Reservation Request if the name would cause uncertainty or confusion to the public.