



ENTITY/BROKER STATUS CHANGE (LI-216)

SELECT TYPE OF CHANGE(S): Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Entity Legal Name/DBA Name (Include ADRE name approval and amended articles if changing legal name for existing entity) | <input type="checkbox"/> Active DB Change to Outgoing/Inactive |
| <input type="checkbox"/> Inactive Broker Change to Active DB (See LI-216 Instructions page here) | <input type="checkbox"/> Active SE Change to Inactive |
| <input type="checkbox"/> Inactive Broker Change to SE | <input type="checkbox"/> Change Entity to Inactive |
| <input type="checkbox"/> Resident Broker Change to Non-Resident Broker (out-of-state Principal Office Address) | |

SELECT BUSINESS TYPE

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Corporation (CO) | <input type="checkbox"/> Limited Liability Company (LC) | <input type="checkbox"/> Partnership (PA) | <input type="checkbox"/> Sole Proprietor (SE) |
| <input type="checkbox"/> Limited Liability Partnership (PA) | <input type="checkbox"/> Broker | <input type="checkbox"/> Designated Broker (DB) | <input type="checkbox"/> Salesperson |

SECTION 1: DESIGNATED BROKER (DB)/SOLE PROPRIETOR (SE)/LICENSEE INFORMATION

| | | |
|-------------------------------------|--------------------------|------------------------------------|
| DB/SE/Licensee Name (First MI Last) | DB/SE/Licensee License # | DB/SE/Licensee License Expire Date |
| Email | Phone: | Fax: |

| Questions | | Responses | |
|-----------|---|--|---|
| 1 | As a Broker, has the Broker Management Clinic been completed within 23 months prior to this application? ARS §32-2136(C) | <input type="checkbox"/> Yes Date: _____ | <input type="checkbox"/> No – STOP Re-apply when current |
| 2 | Will this DB/SE reside outside the State of Arizona? | <input type="checkbox"/> Yes Complete Section 3 and 4 | <input type="checkbox"/> No |
| 3 | Does incoming DB/SE have a PC or PLLC? | <input type="checkbox"/> Yes Proceed to question 4 SE must file to remove | <input type="checkbox"/> No |
| 4 | Is the PC or PLLC a joint PC/PLLC, if applicable? | <input type="checkbox"/> Yes - STOP File for single PC/PLLC or completely remove | <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

☐ Check if Non-resident Broker – in addition to this page, complete Section 3 and 4 of this application.

SECTION 2: ENTITY/EMPLOYING BROKER INFORMATION – if applicable, attach ADRE “Entity/Employing Broker Name Reservation Approval”

| | | | | |
|--|--|---------------------------------------|------|----------------|
| Legal Name (as approved by ADRE) | | | | |
| Doing Business As (DBA) – if any (as approved by ADRE) | | | | |
| EIN (Employer Identification Number) or Tax ID# (Required) | | Entity License Number (if applicable) | | |
| Physical Address of Entity: | | Suite | City | State Zip |
| Mailing Address: <input type="checkbox"/> Same as above | | Suite | City | State Zip |
| Email: | | Phone: | | Fax: |

SECTION 3: SELECT BUSINESS TYPE OF CHANGE(S) BEING MADE

TRUST ACCOUNT INFORMATION – established with a Financial Institution located in Arizona

AAC R4-28-302(A)

☐ Check if using Arizona Based Title Company only **OR** fill out trust account information below

| | | | | | | | |
|----------------------------|----------|-------------|--------|----------------------|-------|-----|--|
| Trust Account Name | | | | Trust Account Number | | | |
| Financial Institution Name | | | Phone: | | Fax: | | |
| Branch Address: | Street # | Street Name | Suite | City | State | Zip | |

☐ Additional account information attached.

SECTION 4: NON-RESIDENT EMPLOYING BROKER INFORMATION – ARS §§32-2151.01(A); 32-2163 and R4-28-302(L)

✓ **A non-resident broker who maintains a principal office outside of Arizona shall:**

- ☐ Establish trust account in Arizona **OR** check above box if using Arizona Based Title Company – enter information in Section 3
- ☐ Maintain all records of transaction(s) in Arizona –
- ☐ Appoint a Custodian of Records

| | | |
|-----------------|--------|------|
| Custodian Name: | | |
| Address: | | |
| Email: | Phone: | Fax: |

A non-resident Employing Broker who employs any licensee(s) in the State of Arizona shall:

- ☐ Establish a branch office and appoint an Arizona licensed Branch Manager other than self. Complete the following:
 1. Branch Office Application (Form LI-219)
 2. Delegation of Authority (Form LI-204).

SECTION 5: FINAL NOTES:

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

A NEW COMPLETED APPLICATION MUST THEN BE RE-SUBMITTED AND WILL BE PROCESSED IN THE ORDER RECEIVED

- ALL DB CHANGES FOR AN EXISTING ENTITY - FOLLOW THE DB CHANGE CHECKLIST ON THE LI-216 INSTRUCTIONS PAGE [here](#).
- Activate as a Self-employed - this form filled out in full, and proof of completing 9 hours of broker management clinics within 23 months
- Inactivate existing entity (DB's and SE's) – Provide everything under “**OUTGOING DB shall submit**” on the DB change checklist
- Legal Name Change – Provide this form filled out in full, ADRE Entity/Employing Broker Name Approval Notice, and any/all amended articles showing legal name change and any other changes
- DBA Change – Provide this form filled out in full and ADRE Entity/Employing Broker Name Approval Notice.

| | |
|--|-----------|
| Print Designated Broker/ Broker/ SE Licensee Name_____ | |
| Designated Broker/ Broker/ SE/ Licensee Signature_____ | Date_____ |

This form is available in alternate formats by contacting the Operations Office at 602-771-7760. Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center.