ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
Licensing Division
www.azre.gov

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ENTITY/BROKER STATUS CHANGE (LI-216)

SELECT TYPE OF CHANGE(S)

- ☐ **Entity Legal Name/DB Name**
- ☐ **DB Change For Existing Entity**
- ☐ **DB Change to SE**
- ☐ **Inactive Broker Change to Active DB**
- ☐ **Associate Broker Change to DB for Existing Entity**
- ☐ **Active DB Change to Inactive**
- ☐ **Associate Broker Change to SE**
- ☐ **New Broker Licensee to DB**
- ☐ **Change Entity to Inactive**
- ☐ **Resident Broker Change to Non-Resident Broker (out-of-state Principal Office Address)**
- ☐ **SE to Inactive**

SELECT BUSINESS TYPE

- ☐ **Corporation (CO)**
- ☐ **Limited Liability Company (LC)**
- ☐ **Partnership (PA)**
- ☐ **Sole Proprietor (SE)**
- ☐ **Limited Liability Partnership (PA)**
- ☐ **Broker**
- ☐ **Designated Broker (DB)**
- ☐ **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.	How is the Incoming Licensee currently licensed?	☐ (DB) ☐ (SE) (attach LI-201A)	☐ Associate Broker ☐ Salesperson	
2.	Is the Incoming DB/Sole Proprietor currently employed as "active status"?	☐ Yes	☐ No – go to question 6	
3.	Is the prior current/prior licensed entity closing?	☐ Yes – go to Question 5	☐ No	
4.	Is the prior licensed entity appointing a new DB (if not closing)?	☐ Yes – go to Question 6	☐ No	
5.	Does the prior licensed entity have "active" agents?	☐ Yes – refer to Instructions	☐ No	
6.	As the changing Broker, are continuing education (CE) requirements current? **ARS §32-2130**	☐ Yes	☐ No – **STOP**, Reapply when current	
7.	As the changing Broker, has a 9-hour Broker Management Clinic been completed within 23 months prior to this application? **ARS §32-2136 (C)**	☐ Yes – Date _____	☐ No – **STOP**, Reapply when current	
8.	Is there a joint PC or PLLC with ADRE for the incoming DB's name? **ARS §32-2125 (B)**	☐ Yes - **STOP**, Amend to single PC or PLLC with the ACC and reapply	☐ No	
9.	Does this DB have a PC or PLLC in good standing with the Arizona Corporation Commission?	☐ Yes	☐ No - **STOP**, Reapply	☐ Not Applicable
10.	Will this DB reside outside of the State of Arizona	☐ Yes – complete Non-Resident Broker section below	☐ No	

SECTION 2: ENTITY/EMPLOYING BROKER INFORMATION

Legal Name (as approved by ADRE)				EIN (Employer Identification Number) or Tax ID # (**Required**)
Doing Business as (DBA) – if any (as approved by ADRE)				
Physical Address of Entity	Suite	City	State	Zip
Mailing Address of Entity: ☐ Same as Physical Address	Suite	City	State	Zip
Email	Phone:	Fax:		
Entity License Number:	Entity Expiration Date (Aligned)			

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

☐ **ENTITY LEGAL/DBA NAME CHANGE**	☐ If CO or LLC amended articles stamped "FILED" by the Arizona Corporation Commission (ACC). Do not submit until a stamped "FILED" copy is received. ☐ If Partnership, copy of addendum/amendment to Partnership Agreement showing change. ☐ ADRE Entity/Employing Broker Name Reservation Notice (ADRE Approval Notice)
☐ **DESIGNATED BROKER (DB) CHANGE FOR EXISTING ENTITY**	☐ A copy of the resolution signed by all officers and directors electing/appointing a DB as a corporate officer, naming the office held and stating that the individual was appointed to act as the DB for the corporation. ☐ Amended Articles stamped **"Filed"** by the AZ Corporation Commission (ACC). If an LLC entity, the amendment must name the DB as a member/manager of the LLC. Do not submit until a stamped **"Filed"** copy is received. ☐ Letter of resignation of outgoing DB (attached). ☐ Incoming DB severed on-line, if not a Branch Manager at prior company. ☐ Copy of Salesperson/Associate Broker Change Form LI-202 signed by prior DB, if incoming DB was a Branch Manager at prior company. (Attached) ☐ Copy of Certificate of Broker Management Clinic taken within prior 23 months.
☐ **DESIGNATED BROKER (DB) CHANGE TO SOLE PROPRIETOR (SE)**	☐ Letter of resignation as outgoing DB (attached). ☐ Copy of Certificate of Broker Management Clinic taken within prior 23 months. ☐ When current Entity closing, follow closing procedure with Auditing. ☐ ADRE Approved Entity/Employing Broker Name Reservation Notice. ☐ Sever licensees online, only when instructed by ADRE to do so.
☐ **INACTIVE BROKER CHANGE TO ACTIVE DESIGNATED BROKER (DB)**	☐ When becoming Designated Broker (DB) for an existing Entity, complete "Designated Broker (DB) Change For Existing Entity" on Form LI-216. ☐ Unlawful License Activity Statement Form LI-555.
☐ **ASSOCIATE BROKER CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY**	☐ Sever from current Broker. ☐ When becoming Designated Broker for existing entity, complete the "Designated Broker Change For Existing Entity" on Form LI-216.
☐ **ACTIVE DESIGNATED BROKER (DB) CHANGE TO INACTIVE**	☐ Letter of resignation from current Entity. ☐ Sever all licensees by using the Online Licensing System after notifying them of change. All Licensees may then rehire Online from their personal page.
☐ **ASSOCIATE BROKER CHANGE TO SOLE PROPRIETORSHIP (SE)**	☐ Sever online from prior entity. ☐ When Branch Manager – "Salesperson/Associate Broker Change Form LI-202" signed by prior DB. ☐ Copy of Certificate of Broker Management Clinic taken within prior 23 months. ☐ When Inactive to Active – confirm continuing education (CE) is up-to-date.
☐ **NEW BROKER LICENSEE CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY**	☐ All documents for Original Broker Application. ☐ When becoming Designated Broker for existing entity, complete the "Designated Broker Change for Existing Entity" on this Form LI-216.
☐ **CHANGE ENTITY TO INACTIVE STATUS**	☐ Letter of Resignation of DB. ☐ Procedure for closing office with Auditing completed. ☐ Complete Form LI-216

☐ RESIDENT BROKER CHANGE TO A NON-RESIDENT BROKER (Out-of-State Principal Office Address)

TRUST ACCOUNT INFORMATION –established with a Financial Institution located in Arizona **AAC R4-28-302(A)**

☐ Check if using Arizona Based Title Company only

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

☐ Additional account information attached.

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 a trust account in Arizona
- ☐ Maintain all records of transaction 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 complete below:

- ☐ Establish a branch office and appoint an Arizona licensed Branch Manager other than self.

Branch Office Information (of non-resident Employing Broker)

Legal Name				Phone:
Doing Business As (DBA) – if any				Fax:
Business Address:	Suite	City	State	Zip
Mailing Address: ☐ Same as above	Suite	City	State	Zip

Branch Manager (of non-resident Employing Broker)

Name (First MI Last):	License #:	License Expiration Date:
Email:	Phone:	Fax:

Describe the authority vested in the branch manager – ARS §32-2127 and AAC R4-28-304

Describe how the licensed employee(s) will be supervised – R4-28-302(L) & AAC R4-28-1103

I, _____ acknowledge that I have read and understand the responsibilities set forth above.
Branch Manager Name

Branch Manager Signature _____ Date _____

Print Designated Broker/ Broker/ SE Licensee Name_____

Designated Broker/ Broker/ SE/ Licensee Signature_____ **Date**_____

FOR ADRE USE ONLY				
Effective Date			**Date Stamp**	**Receipt**
Input Date				
Time Frames	**TF 1**	**TF 2**		
Processed By				