



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix Arizona 85007

KATIE HOBBS
GOVERNOR

SUSAN NICOLSON
COMMISSIONER

Professional Corporation (PC) or Professional Limited Liability Company (PLLC) Application (Form LI-231)

Filing Instructions

1.	Scan completed Form LI-231, Article of Incorporation/Organization , and any Amendments in one (1) PDF document	
2.	Log on to the ADRE Online Licensing System at https://ptl.az.gov/app/dre/ or by clicking here	
3.	If filing an Original PC/PLLC Application	If filing a Change of PC/PLLC Application
4.	Select Add a PC/PLLC from the Menu	Select Message Center from the Menu, then select Send Message . From the "Subject" box drop down menu, choose Licensing Sales Application and enter a message directive in the message box
5.	Attach the scanned documents listed in Item 1 above then follow the instructions to submit the application to send the message and attachment	

Salesperson/Broker Applicant

Legal Name (Last, First MI)(as licensed)	License #	License Expiration Date
Email	Phone	Fax
Employing Broker Company Name		Employing Broker License #
Print PC or PLLC exactly as it appears on the Articles		

Requesting – check (☑) all that apply

<input type="checkbox"/> Original PC Application	<input type="checkbox"/> Original PLLC Application	<input type="checkbox"/> Change PC Member(s) or License Status of one or more members	<input type="checkbox"/> Change PLLC Member(s) or License Status of one or more members
<input type="checkbox"/> If PC, Copy of Articles of Incorporation stamped "FILED" by Az. Corporation Commission (attached)		Describe PC Change:	
<input type="checkbox"/> If PLLC, Copy of Articles of Organization stamped "FILED" by Az. Corporation Commission (attached)		Describe PLLC Change:	
Does an Operating Agreement Exist? <input type="checkbox"/> No <input type="checkbox"/> Yes, copy attached			

Applicant Attestation

I, the Salesperson, or Broker named in this application, becoming licensed through a PC/PLLC, or modifying membership of a PC or PLLC, by my signature below do:

- Affirm that the PC or PLLC name consists only of names as licensed, and meets all requirements of A.R.S. 10-2215 or 29-845, as applicable, and A.A.C. R4-28-303.
- Affirm that all PC or PLLC members are licensed Arizona real estate salesperson or brokers.
- Acknowledge that any change of membership requires written notice to the Department within 10 days of the change.
- Affirm that if I am the Designated Broker (D.B.), I am the only member of the PC or PLLC, as applicable.
- Affirm that the same Employing Broker employs all other members of the PC/PLLC; (OR) the only other member is my spouse, who is an Arizona licensed salesperson or broker employed by another Employing Broker (as applicable).
- Acknowledge that compensation for real estate activities shall only be paid by the Employing Broker to/through the PC or PLLC, as applicable.
- Acknowledge that the PC or PLLC is not a real estate business independent of the employing broker referenced above and is for compensation purposes only.
- Attest that all the information herein is true.

Applicant Signature _____ Date _____

Designated Broker (DB) Signature _____ Date _____
(Acknowledgment by Signature if DB is not applicant)

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.

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093.01

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.