

CHECKLIST FOR TEMPORARY BROKER LICENSE FORM

DO NOT SUBMIT THIS APPLICATION BY FAX OR E-MAIL

To submit packet:

- ☐ Submit Temporary Broker License Form and \$50 filing fee (or a [Fee Waiver Request Form](#), if applicable).
- ☐ Submit Disciplinary Actions Disclosure Form (LI-214/LI-244).
- ☐ If you are an unlicensed individual, also complete and submit Licensee's Personal Information Form (LI-235).
- ☐ Submit a letter advising the Department of the broker's illness, disability, or death. If the broker is deceased, you must provide a copy of the death certificate, or newspaper obituary.
- ☐ Submit a letter from the surviving spouse, attorney representing the broker/family, personal representative, or other responsible party appointing an individual to serve as a temporary broker.
- ☐ A salesperson or associate broker who is appointed as Temporary Broker must submit a severance from the prior employing broker or be administratively severed.
- ☐ When issued, license is valid for up to 90 days except, under "B", additional time may be granted not to exceed 15 months. Should additional time beyond 90 days be required, the temporary broker must submit a written request to the Department at least two weeks prior to the expiration date of the temporary broker's license.

NO MORE THAN ONE TEMPORARY BROKERS LICENSE WILL BE ISSUED

Pursuant to A.R.S. § 32-2133 and A.A.C. R4-28-305;

- A. The Commissioner may issue a temporary license as a broker to a licensed or unlicensed person for the purpose of winding up the existing or pending business of a licensed broker in the following cases:
 - 1. To the surviving spouse, next of kin, the administrator or personal representative, or an employee of the administrator or personal representative of a deceased licensed broker.
 - 2. To the spouse, next of kin, employee, legal guardian or conservator of a licensed broker disabled by sickness, injury or insanity.
- B. Each temporary license is for a period of not over 90 days and shall not be extended for a longer period, except that a license issued to an administrator or personal representative or the employee of the administrator or personal representative continues until the personal representative or administrator disposes of the deceased broker's business, but not to exceed a period of 15 months.

Save time—take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit to the Department. If the Department receives an incomplete application, we will return the application to you **unprocessed**.



Arizona Department of Real Estate (ADRE)
LICENSING DIVISION
www.azre.gov

KATIE HOBBS
GOVERNOR

SUSAN NICOLSON
COMMISSIONER

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

APPLICATION FOR TEMPORARY BROKER'S LICENSE FORM (LI-240)

Please indicate all that apply to the applicant:

☐ I am a Veteran. ☐ I am a Military Spouse.

Temporary Broker's Name:	
License No., if applicable:	Expiration Date:
Type of License:	<input type="checkbox"/> Real Estate <input type="checkbox"/> Cemetery <input type="checkbox"/> Membership Camping
<input type="checkbox"/> Check here if not licensed and attach Licensee's Personal Information Form and Disciplinary Actions Disclosure Form (LI-214/LI-244).	
Temporary Broker's Signature:	Date:

Present Designated Broker's Name:	
Reason for this application:	<input type="checkbox"/> Illness (provide letter) <input type="checkbox"/> Death (provide a copy of the death certificate, if available or obituary, in lieu of a death certificate)

Employing Broker/Entity Legal Name:	
Entity License No.:	Expiration Date:
Business Address:	
Business Phone Number:	Fax Number:

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 A.R.S. § 41-1093.01.