



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

100 N. 15th Ave., Suite 201, Phoenix AZ 85007

DOUGLAS A. DUCEY GOVERNOR

JUDY LOWE COMMISSIONER

DISCLOSURE DOCUMENT CHECKLIST (FORM LI-400)

Form LI-400 form is being used for:

LICENSING

ARS §32-2123 & AAC R4-28-301

- Timely Disclosure
Late Disclosure
Renewal Disclosure
Original Salesperson/Broker Application Disclosure
Pre-determination

PUBLIC REPORT

ARS §32-2183

- Subdivision Application
Unsubdivided Land Application
Timeshare Application
Membership Campground Application
Certificate of Authority to Operate a Cemetery

ENTITY

ARS §32-2125 & AAC R4-28-302

- Corporation (CO)
Partnership (PA)
Limited Liability Company (LC)

EDUCATION

AAC R4-28-301

- School Owner / Administrator
Instructor

1. Certified Documents:

DO NOT REMOVE STAPLES FROM CERTIFIED DOCUMENTS AS IT NULLIFIES THE CERTIFICATION

Table with 3 columns: CIVIL ACTION, CRIMINAL OFFENSE, DISCIPLINARY ACTION. Each column contains detailed instructions and requirements for providing certified documents.

IN ADDITION TO THE ABOVE, PLEASE INCLUDE EVERYTHING ON THE BACK OF THIS FORM ->



**PLEASE INCLUDE THE FOLLOWING IN ADDITION TO THE
CERTIFIED DOCUMENTS & DETAILED STATEMENT ON PAGE 1**

2. Three (3) written, signed and dated character reference letters:

- Include contact information from individuals, 18 years or older, not related by blood or marriage, that have known the applicant for more than one (1) year. Each reference letter shall be dated and no more than **SIX (6) MONTHS** from the date the application is submitted to the Department and include the writer's name, address, and telephone number. Reference letters may not be duplicates. No Form letters will be accepted. **Department of Public Safety reference letters will not be accepted.** Emails printed out that are not signed will not be accepted.

3. Ten (10) year Work History

- Include the Employer's name, address, supervisor's name and telephone, dates of employment and position held (include all periods of employment). A print out from the ADRE Public Database will not be accepted.

4. "Valid" Fingerprint Clearance Card from Department of Public Safety ("FCC")

- Contact DPS at 602-223-2000 for electronic processing.
- ADRE requires a valid FCC upon application for original licensure and application for renewal when disclosing a criminal conviction that has not previously been disclosed to or reviewed by the ADRE. If you currently have a suspended FCC, you will be required to obtain a Valid FCC through DPS.

**ALL disclosures must be submitted:
IN PERSON - Monday through Friday before 4 pm
OR
US MAIL - Check/Money Order payable to ADRE**

INCOMPLETE PACKAGES WILL BE RETURNED UNPROCESSED