

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
UNLAWFUL LICENSE ACTIVITY STATEMENT**

You are required to submit this form if you are renewing late **OR** have conducted any unlicensed activity during an EXPIRED or INACTIVE status license.

One form for each renewal is required if you are renewing an agents license and an entity license.

LATE RENEWALS

A LATE RENEWAL IS CONSIDERED LATE EVEN 1 DAY AFTER EXPIRATION. Even if the online system states your status is Active, your license is **INACTIVE** and **YOU MUST STOP CONDUCTING ANY ACTIVITY** that requires a license. If you are a DB or SE and you or your agents are conducting business, contact the office immediately.

A SALESPERSON OR BROKER CAN RENEW ONLINE WITHOUT PAPER FORMS UNLESS RENEWING WITH A PROVISIONAL LICENSE OR WITH DISCIPLINARY ACTION DISCLOSURES

Upon renewal your license status will reflect Inactive until you have renewed, paid the renewal fee, and add or change your employer online.

LATE ENTITY (BROKERAGE) RENEWAL

If the entity (brokerage) or DB's license has expired. The DB or SE must complete a renewal packet, Unlawful Licensed Activity Statement, along with the appropriate fees through the [Message Center](#). The paperwork will list the Entity's information and license number, not the DB/SE's license number.

A late renewal that cannot be renewed online requires the following:

- LI-243
- LI-214/244
- LI-555 (This form)
- Broker Audit Declaration (If renewing an entity/brokerage)
- LI-216 (If renewing an entity/Brokerage)
- Letter of Resolution appointing the DB of the entity (If renewing an entity/Brokerage)

Under A.A.C. R4-28-306, Unlawful License Activity means:

- The performance of acts requiring a license under A.R.S. § 32-2122 by person who does not hold a current and active license;
- The performance of acts requiring a license by a person on behalf of a broker other than the person's employing broker; OR
- A broker's employment of a person as a salesperson or broker if the person does not hold a current and active license issued to the person under that employment.

Submit the following:

1. A completed and signed Unlicensed Activity Statement Form.
2. A written, signed statement, with explanation of why the unlawful license activity occurred. Identify the name and license number (if a licensee), of the individual that performed the unlicensed activity stating what activity that individual conducted during expiration or inactive status. You must acknowledge that no additional activities requiring a license shall be conducted unless and until the person's license is current and returned to active status.
3. A written and signed statement from the employing broker's designated broker identifying all unlawful license activity conducted on behalf of the employing broker license.
4. Under R4-28-306 the Department may require additional information and documents.
5. **FEES - FEES MAY CHANGE WITHOUT NOTICE.** Visit www.azre.gov for an up to date fee schedule. Fees are due at time of submittal in office, by mail, or online. A payment of a fee twice for the same transaction does not constitute the "good cause" required for the Department to issue a refund.

Note:

If your license information or status needs to be changed, you may submit the appropriate forms for said change. The Department will not process any change or changes until you have renewed your license(s) and/or resolved any unlawful license activity or other violations.



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

UNLAWFUL LICENSE ACTIVITY STATEMENT

Name of Agent or Entity ➡ (Renewing or Disclosing Unlicensed Activity)			
License Number of Agent or Entity ➡		License Expires / Expired On ➡	
Phone ➡	()	Fax ➡	()
Email Address ➡			

I declare that the information below is true and correct, and my personal page at www.azre.gov reflects current information also.

Personal Address ➡			
City, State, Zip ➡			
Business Address ➡			
City, State, Zip ➡			
Do you have a PC or a PLLC? ➡	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
If Yes, what is the PC or PLLC name? ➡			

If you must truthfully answer "YES" to any of the following questions, see instructions for supporting documents needed.

DESIGNATED BROKER ONLY Did one or more employees perform any real estate activities requiring a license when the person or persons did not hold a current license issued to the employing broker OR while the employing broker's license was expired or inactive status?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
ALL LICENSEES 1. Did you conduct any real estate activities that required a license during expired or inactive status?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
2. Did you conduct any real estate activity or transactions on behalf of an entity that was not licensed with the Department	<input type="checkbox"/> NO	<input type="checkbox"/> YES
3. If you answered Yes to any of the above questions, did any of the activity result in any offers or contracts to sell, lease, list or manage real estate, cemetery property or membership camping contracts? (If all answers are No , answer No to this question.)	<input type="checkbox"/> NO	<input type="checkbox"/> YES

I declare that the information that I have provided is completed, true and correct.

X

PRINT NAME	SIGNATURE	DATE
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