



Arizona Department of Real Estate (ADRE)

Real Estate Recovery Fund

[www.azre.gov](http://www.azre.gov)

Personal Service Affidavit (RF-110)

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

KATIE HOBBS  
GOVERNOR

SUSAN NICOLSON  
COMMISSIONER

The undersigned Applicant states the following:

1. That I am a private process server registered in \_\_\_\_\_ County, Arizona, and that I received the Notice to Judgment Creditor (Form RF-109) and the Application for Payment from the Real Estate Recovery Fund (Form RF-107), together with all of the attachments,

from \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

☐ attempted to serve

2. That I personally ☐ served a copy of each document listed above as follows:

Judgment Debtor's Name: \_\_\_\_\_

Address (street/city/state): \_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

Place of Service: ☐ Residence ☐ Business (Provide Business Name) ☐ Other (Describe): \_\_\_\_\_

3. ☐ I performed a search to locate Judgment Debtor, and made \_\_\_\_\_ attempts to serve the Judgment Debtor at the above address but was never able to make contact with anyone or ascertain the current whereabouts of the Judgment Debtor.

\_\_\_\_\_ Miles @ \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ Affiant

\_\_\_\_\_ Miles @ \_\_\_\_\_ \$ \_\_\_\_\_ SUBSCRIBED AND SWORN to before me this

\_\_\_\_\_ Miles @ \_\_\_\_\_ \$ \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Total Mileage: \$ \_\_\_\_\_ X \_\_\_\_\_ Notary Public

Attempted Service: \$ \_\_\_\_\_ My Commission expires: \_\_\_\_\_

Service: \$ \_\_\_\_\_

Skip Trace: \$ \_\_\_\_\_

Other Services: \_\_\_\_\_

\$ \_\_\_\_\_

Affidavit/Notary Fee \$ \_\_\_\_\_

NAME, ADDRESS, PHONE NUMBER, & EMAIL OF PROCESS  
SERVER:

NOTICE TO APPLICANT:

· Your Application is not substantially complete without proof of service on each Judgment Debtor against whom you are making a claim. Only use this method of service if both of the following conditions apply:

(1) The Judgment Debtor does not currently hold a license issued by the Department.

(2) After reasonable diligence, you cannot affect personal service on the Judgment Debtor.

· When you receive the Publisher's Certificate, complete this form and attach the original certificate and process server's Affidavit(s) referenced in No. 4 above. Mail or submit via [Message Center](#) completed form and all attachments to:

Recovery Fund Administrator  
Arizona Department of Real Estate  
100 N. 15th Ave, Suite 201  
Phoenix, AZ 85007

Your Application will not be treated as substantially complete without Proof of Service on each Judgment Debtor against whom you are making a claim.