



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)  
Licensing Division  
[www.azre.gov](http://www.azre.gov)  
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DOUGLAS A. DUCEY  
GOVERNOR

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COMMISSIONER

**DELEGATION OF AUTHORITY (FORM LI-204)**

Submit completed Form LI-204 using [www.azre.gov](http://www.azre.gov) Message Center

**TYPE OF CHANGE BEING MADE:**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> ADD  | <input type="checkbox"/> BRANCH MANAGER STATUS (ARS §32-2127 (C))               | <input type="checkbox"/> FULL AUTHORITY (ASSOCIATE BROKER ONLY)           | <b>EMPLOYMENT ACTION:</b><br><input type="checkbox"/> HIRE<br><input type="checkbox"/> TRANSFER<br><input type="checkbox"/> SEVER<br><input type="checkbox"/> NO CHANGE |
| <input type="checkbox"/> CHANGE   | <input type="checkbox"/> DELEGATED ASSOCIATE BROKER (ARS §32-2151.01 (G))       | <input type="checkbox"/> LIMITED AUTHORITY (SALESPERSON/ASSOCIATE BROKER) |   |
| <input type="checkbox"/> REMOVE   | <input type="checkbox"/> 30 DAY TEMPORARY ABSENCE DELEGATION (ARS § 32-2127(D)) | <input type="checkbox"/> CONTRACT AUTHORITY ONLY*                         |   |
| <b>(The 30 Day Temporary Absence Delegation is optional for purposes of submitting this form)</b> |   |   |   |

Licensee Name (Print):		License Number:		Expiration Date:	
Licensee Signature <b>X</b>				Date	
Entity Legal Name:				Entity License Number (Main or Branch Office):	
Entity DBA Name:				Entity Expiration Date:	
Entity Physical Address (Main or Branch Office Address of Licensee):	Suite:	City:	State:	Zip Code:	Entity Phone:
Entity Mailing Address (Main or Branch Office): <input type="checkbox"/> Same as Physical Address	Suite:	City:	State:	Zip Code:	Entity Fax:

**1. ☐ BRANCH OFFICE MANAGER AUTHORITY**

<input type="checkbox"/> ASSOCIATE BROKER DELEGATION	OR	<input type="checkbox"/> SALESPERSON DELEGATION
<input type="checkbox"/> <b>BRANCH OFFICE MANAGER (AND DELEGATED ASSOCIATE BROKER if authorized under A. below)</b> A.A.C. R4-28-304 (B) (1) may perform the following selected authorizations when dealing with branch office transactions:		<input type="checkbox"/> <b>BRANCH OFFICE MANAGER</b> A.A.C. R4-28-304 (B)(2) may perform the following selected delegations when dealing with branch office transactions:
A. <input type="checkbox"/> Review and initial contracts or similar instruments A.R.S. §32-2151.01 (G).		A. <input type="checkbox"/> Perform office management tasks that are not statutory duties of the employing broker
B. <input type="checkbox"/> Supervise the activity of salespersons and associate brokers.		B. <input type="checkbox"/> Be a signer on the broker's trust account and property management trust account
C. <input type="checkbox"/> Hire and Sever a salesperson or associate broker.		
D. <input type="checkbox"/> Sign compensation checks.		
E. <input type="checkbox"/> Signer on branch office trust account and property management trust account.		
F. <input type="checkbox"/> Write checks from broker's trust account.		
G. <input type="checkbox"/> Responsible for the handling of all trust account funds administered by the branch manager.		

**2. ☐ DELEGATED ASSOCIATE BROKER** A.R.S. §32-2151.01(G) TO REVIEW AND INITIAL CONTRACTS OR SIMILAR INSTRUMENTS\*

**3. ☐ NINE (9) HOUR BROKER MANAGEMENT CLINIC (BMC) CONTINUING EDUCATION COURSE INFORMATION**

(Required for Associate Broker authorities pursuant to A.R.S. §32-2151.01(G) for (1)(A) and/or (2) above.

BMC #1:	Course No:	Completion Date:	BMC #2:	Course No:	Completion Date:	BMC #3:	Course No:	Completion Date:
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**4. ☐ DESIGNATED BROKER TEMPORARY ABSENCE DELEGATION** from \_\_\_\_\_ to \_\_\_\_\_ (No more than 30 days) A.R.S. § 32-2127(D) to perform any and all duties the designated broker may legally perform, except that a salesperson may not hire and sever licensees.

**AUTHORITY ATTESTATION**

As the Designated Broker, I agree to the delegated authority as described above for the applicant and have reviewed the applicable statutory and rule requirements. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code.

Designated Broker(DB) Name (Print):	DB License Number:
Designated Broker Signature <b>X</b>	Date: