



Arizona Department of Real Estate (ADRE)  
Licensing Division  
(602) 771 - 7700  
[www.azre.gov](http://www.azre.gov)

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GOVERNOR

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## LICENSE INACTIVATION FORM

Use this application to request inactivation of your individual license with the Department of Real Estate pursuant to [A.R.S. § 32-2130 \(K\)](#). Prior to submitting this application, you must sever your license from your Employing Broker.

Once complete, this application should be submitted through our Message Center [here](#).

LICENSEE INFORMATION	
Legal Name:	License Number:
Email:	Phone:

LICENSEE ATTESTATION	
I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at <a href="http://azleg.gov">azleg.gov</a> .	
Licensee Signature:	Date:

ADDITIONAL INFORMATION
<p>Pursuant to A.R.S. § 32-2130, an active licensee must sever from the employing brokerage before requesting inactive status. On forms prescribed by the Commissioner, the eligible licensee may then request the Department inactivate the licensee's current license for a period not to exceed 15 years. A license in an inactive status is not required to complete continuing education credit hour requirements until such time that the licensee applies to return their license to active status. Inactive status shall not relieve the licensee from renewing and paying the required fees.</p> <p>The items below are included as part of a Draft Rule - Subject to Change</p> <p>Failure of an inactive licensee to pay the required renewal fee and to renew will result in the expiration of the license. An expired inactive license will remain expired for one year and may be renewed within that year to return to inactive status. The department shall terminate an inactive license that has been expired for more than one year.</p> <p>An inactive licensee must not act directly or indirectly in a transaction without informing the other parties in the transaction, in writing and before the parties enter any binding agreement, of a present or prospective interest or conflict in the transaction, including that the:</p> <ol style="list-style-type: none"><li>1. Inactive salesperson or broker has a license and is acting as a principal; or</li><li>2. Inactive licensee, or a member of the inactive licensee's immediate family, has a financial interest in the transaction.</li></ol> <p>The inactive status of a license does not prevent the Commissioner from taking any disciplinary action against the licensee for any of the grounds stated in this chapter.</p> <p>A license that is not suspended or revoked and that is inactive may be reactivated as an active license on thirty days' written notice to the Department on forms prescribed by the Commissioner. With the exception of subsection e., a licensee must submit evidence of completion of the following number of continuing education credit hours taken not more than 12 months prior to applying for reactivation:</p>

*Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center*

- 1) If inactive for less than three years, a licensee is required to complete the same number of continuing education hours as provided for in A.R.S. § 32-2130.
- 2) If inactive for more than three years but less than six years, a licensee is required to complete 6 hours of the continuing education hours in addition to the:
  - a) 24 continuing education credits hours required if the license were not inactive for a salesperson, or;
  - b) 30 continuing education credit hours required if the license were not inactive for a broker or licensee reactivating with delegated authority.
- 3) If inactive for more than six years but less than ten years, a licensee is required to complete 15 hours of the continuing education hours in addition to the:
  - a) 24 continuing education credits hours required if the license were not inactive for a salesperson, or;
  - b) 30 continuing education credit hours required if the license were not inactive for a broker or licensee reactivating with delegated authority.
- 4) If inactive for more than 10 years but less than 15 years, a licensee is required to complete 30 hours of the continuing education hours in addition to the:
  - a) 24 continuing education credits hours required if the license were not inactive for a salesperson, or;
  - b) 30 continuing education credit hours required if the license were not inactive for a broker or licensee reactivating with delegated authority.

As approved by the Commissioner, additional hours as provided for in paragraphs b., c., and, d. may not be required for an inactive licensee who has worked continuously within the real estate industry where a license was not required or the individual was required to have an inactive license or they worked continuously within government regulation or policymaking within real estate, or a related field. To apply for the waiver under this paragraph, the inactive licensee must submit a waiver on forms prescribed by the Department.

An examination may not be required to reactivate an inactive license if reactivated less than 15 years after changing to inactive. If the license is not reactivated within 15 years, a new application for licensure must be made meeting the statutory qualification requirements for the license being applied for, to include completion of prelicensing education and successful passing of the state required examination.

### **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**

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 section 41-1093.01, Arizona Revised Statutes.

### **Notice to Applicant Pursuant to A.R.S. § 41-1093.08**

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.

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