



Arizona Department of Real Estate (ADRE)

Licensing Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007

DOUGLAS A. DUCEY
GOVERNOR

LOUIS DETTORRE
COMMISSIONER

LICENSE PREDETERMINATION REQUEST FORM

Re: Pre-License Determination

The Arizona Department of Real Estate has enacted procedures to ensure a more accurate Pre-License Determination decision. Below is the procedure the Department uses to make a determination.

A.R.S. §41-1093 provides that a person may petition the Department of Real Estate (“Department”) for a pre-determination of whether the person’s criminal history may disqualify them from obtaining a Real Estate license.

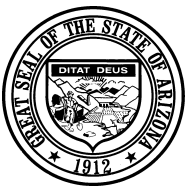
To apply for a Predetermination, the applicant is required to fill out a Predetermination Disclosure Document Checklist (ADRE Form LI-400) and provide all documentation listed on the Checklist, and complete the Disciplinary Actions Disclosure (ADRE Form LI-214/244).

You must provide “Certified” Court documents from the court in the City and/or state where the incident was heard and the conviction determined must be provided. “Certified copies must be from the Court Clerk and be stamped, signed and dated by the Court. Do not remove staples from the Certified Documents as it nullifies the certification.

The applicant must provide “separate” detailed written statements for each disclosure and match each statement with the Court documents provided. Please carefully read each item on the checklist.

Submit only one complete package that includes all convictions to expedite the decision. Incomplete packages will be returned unprocessed as deficient. Submit the complete package to the Arizona Department of Real Estate, Attention: Predetermination, at the above address. Questions may be directed to the Department through the website, www.azre.gov by going to Message Center, click on Licensing, click on Disciplinary Actions Disclosures to send your email questions.

Enclosures: LI-400 Checklist and LI-214/244



DISCLOSURE DOCUMENT CHECKLIST (FORM LI-400)

The LI-400 is a checklist used when applicants are required to answer "YES" to one or more questions on the LI-214/244.

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**

The LI-400 is a checklist used when applicants are required to answer "YES" to one or more questions on the LI-214/244.

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

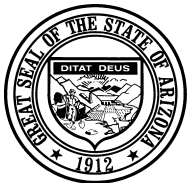
- Include the Employer's name, address, supervisor's name and telephone, dates of employment and position held (include all periods of employment). A print out from the ADRE Public Database will not be accepted.

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



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DISCIPLINARY ACTIONS DISCLOSURE (LI-214/244)

ARS §§ 32-2123 and 32-2130 & AAC R4-28-301 and AAC R4-28-303

The Disciplinary Actions Disclosure is required by ADRE to determine qualifications and suitability of the licensee to hold an Arizona Real Estate License. **ANY AND ALL MISDEMEANOR AND FELONY** convictions must be included since your last license renewal **UNLESS**, the disclosure has been previously submitted in writing to ADRE **AND been approved**.

Failure to answer these questions truthfully may result in disciplinary actions including, but not limited to, suspension, revocation and/or civil penalties.

ARS §§ 32-2153(B) and 32-2160.01

Has the Applicant / Is the Applicant:			
1	Had a professional or occupational license or registration in any state, of ANY kind, denied, suspended, restricted, or revoked? (Driver's License/CDL not included)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Had/Have an administrative order and/or ANY other disciplinary action taken against ANY license issued to them by any local, state, or federal regulatory agency including the Arizona Department of Real Estate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Had a prior action issued by the ADRE which resulted in an Accelerated Settlement Agreement (ASA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Voluntarily surrendered ANY professional or occupational license during the course of an investigation or disciplinary proceeding?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Entered into ANY consent decree, and/or had an injunction (either temporary or permanent), a suspension, an order and/or a judgment issued which prohibited or restricted them from engaging in ANY profession or occupation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Had any judgment and/or order against them by ANY court involving fraud, forgery, theft, burglary, larceny, bribery, embezzlement, money laundering, extortion, dishonesty, misrepresentation, unfair trade practice, or moral turpitude.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Had any judgment and/or order entered against them by ANY court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals, or membership campgrounds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	Has obtained a Certificate of Second Chance from the court for a judgment of guilt that was set aside pursuant to Title 13 Chapter 9.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Been convicted of a drug related offense that involves a violation of Title 13, Chapter 34 and/or 34.1, or an offense committed in another jurisdiction that has the same elements as an offense listed in Title 13, Chapter 34.1.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Had ANY <u>SUBDIVISION PUBLIC REPORT</u> or <u>REGISTRATION TO SELL</u> real estate, timeshares, cemetery lots, or campground memberships denied and/or suspended?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Had ANY payment made from the real estate recovery fund and/or ANY similar fund that was charged against them and/or against a business for which they were the qualifying party?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Currently involved in ANY pending disciplinary hearings and/or other administrative actions, against ANY professional and/or occupational licenses held in Arizona and/or in any other state?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Held, and/or currently holds 10% or more ownership and/or controlling interest in any business, corporation, partnership, or limited liability company that would cause them to answer "YES" to any of the ABOVE questions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14	Been convicted and/or entered into a plea agreement and/or a plea of NOLO CONTENDERE (no contest) to ANY felony in Arizona and/or any other state, whether or not the plea or verdict was set aside, sealed, judgment or sentencing was deferred, conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	Been convicted or entered into a plea agreement or a plea of NOLO CONTENDERE (no contest) to ANY misdemeanor in Arizona or any other state, whether or not the plea or verdict was set aside, sealed, judgment or sentencing was deferred, the conviction was dismissed or expunged, or has been pardoned, or the conviction is being appealed? CONVICTIONS – DUI AND/OR RECKLESS DRIVING, EITHER MISDEMEANOR OR FELONY, MUST BE DISCLOSED Minor traffic citations do not constitute a misdemeanor or felony offense.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16	CURRENTLY in a deferred period of judgment or sentencing, in a diversion program, and/or convicted of a Class 6 Undesignated Offense, which has not yet been designated as a felony or misdemeanor as of the date of this application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17	CURRENTLY incarcerated, paroled, and/or on probation because of ANY conviction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If the applicant answered YES to any questions 1 through 14, applicant must also answer the following:			
1	Has the applicant previously disclosed the incident to ADRE in writing?		<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Approximate date of disclosure	Type of disclosure	

If the incident and/or action has **not** previously been disclosed to the ADRE in writing, refer to the DISCLOSURE DOCUMENT CHECKLIST FORM (LI-400) for a list of additional required documentation that must be submitted to ADRE before a renewal application is submitted for processing. **A fingerprint clearance card is required if there are any "YES" answers, other than a "YES" on question number 3.**

ATTESTATION: I attest, under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct. I certify that at the time of ADRE license issuance, I will be 18 years of age or older. I certify that while licensed, I will not violate any provisions of Real Estate Laws nor abuse the privileges of ADRE issued licenses.

Print Name	Signature of Applicant	Date
ADRE License#	Email Address	