



**Arizona Department of Real Estate (ADRE)**  
**Real Estate Public Records**  
[www.azre.gov](http://www.azre.gov)  
**Public Records Request**

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

KATIE HOBBS  
GOVERNOR

SUSAN NICOLSON  
COMMISSIONER

## Public Records Request Form

**SELECT TYPE OF REQUEST**

- Commercial
- Non-Commercial

A commercial purpose requires a statement describing the true, correct and complete commercial purpose for which the requested public records will be used.

**SELECT REQUESTED FILE TYPE(S)**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Licensing     | <input type="checkbox"/> Subdivision  | <input type="checkbox"/> Education              |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Audit        | <input type="checkbox"/> Administrative Actions |
| <input type="checkbox"/> HOA Dispute   | <input type="checkbox"/> Other: _____ |   |

**SELECT PREFERRED REQUEST FORMAT**

- Record inspection only
- Paper Copies, \$0.25 per page
- Electronic Copies – Sent via email/message center
- Electronic Copies (CD) – Sent via mail or picked up in person, requires \$5.00 per CD

**SELECT PREFERRED FULFILLMENT METHOD**

- Via Mail – Paper copies or CD only, requires \$0.50 postage fee
- In Person – Paper copies or CD only
- Electronic Copies

**SELECT CERTIFIED PREFERENCE**

- Certified Copies are requested, requires \$3.00 certification fee
- Certified Copies are NOT requested

**SELECT PREFERRED METHOD OF CONTACT WHEN REQUEST IS READY**

- email/message center at the following email address: \_\_\_\_\_
- Phone at the following number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**REQUEST DETAILS**

File Number(s): \_\_\_\_\_  
 Involved Parties: \_\_\_\_\_  
 Request Date Range – From: \_\_\_\_\_ To: \_\_\_\_\_

Exactly describe the public records being requested in the box below. Be specific in your request. For additional space, attach an additional statement with your request:

**POSSIBLE FEES ASSOCIATED WITH YOUR REQUEST**

Copies per page: \$0.25  
 Certification of Department Records: \$3.00  
 CD of Department Records: \$5.00  
 Electronic records can be delivered via email through a unique link  
 See Fee Schedule for more information: [http://www.azre.gov/PublicInfo/Documents/Fee\\_Schedule.pdf](http://www.azre.gov/PublicInfo/Documents/Fee_Schedule.pdf)

Once your requested documents are ready to be provided, you will be contacted by your preferred method of contact with any fees associated with fulfilling your request. These fees can either be made by credit/debit card if your request was sent by message center or by check/money order made payable to ADRE.

I declare that I have read and understand A.R.S. § 39-121.03 as listed below

Requesting Party Signature		Signing Date	
Requesting Party Name - Printed			
Address			
City		State	Zip code
E-mail Address		Phone (include area code)	

**PUBLIC RECORDS REPRODUCTION  
A.R.S. § 39-121.03**

REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

- A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which shall include the following:
1. A portion of the cost to the state for obtaining the original or copies of the documents, printouts or photographs.
  2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
  3. The value of the reproduction on the commercial market.

COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

- B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

CIVIL PENALTY

- C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

DEFINITION OF COMMERCIAL PURPOSE

- D. As used in this section "commercial purpose", means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.