

# Salesperson Application Form

Applicants have **ONE YEAR** from the date of examination to apply for a license A.R.S. §32-2125.01. If an applicant fails to apply within this time period, the applicant will be required to retake the examination. Please start with the email notification from ADRE, which contains important licensing login information. (ADRE acquires the email address provided to Pearson VUE for the email notification.)

To **apply for a real estate salesperson's license, complete** (applicable forms), **scan**, and **submit** the following documentation in **ONE PDF** attachment through the **ONLINE LICENSING SYSTEM** at <http://ptl.az.gov/app/dre/>. Please review and check each box below for the attached application documents.

The Salesperson Application form accessed through the link on your score report

The ADRE Disciplinary Actions Disclosure Form (LI-214/244);

Original Arizona Real Estate Salesperson Examination Score Report;

Pre-licensure Education Certificate showing proof of the ninety (90) hours of education completion, unless applying for out-of-state license recognition;

Proof of Legal Presence - applicants must prove their presence in the United States is authorized under federal law. If you are submitting a driver's license as proof, include a copy of both sides of the card. A list of acceptable documents can be found under the FAQs at [www.azre.gov](http://www.azre.gov);

Valid Fingerprint Clearance Card issued by the Arizona Dept. of Public Safety. (Include a copy of both sides of the card);

Contract Writing course completion certificate (6 hours).

Upon approval, a real estate licensee may use a derivative of the applicant's first name or middle name or a nickname that the applicant regularly uses for advertising purposes only. Refer to the ADRE website to download and submit the LI-235 form with your licensing document package.

If you are applying for out-of-state license recognition pursuant to A.R.S. § 32-4302, please submit the following additional documentation:

License history from the other state

Proof of Arizona residency;

Arizona Residency Attestation, available on [www.azre.gov](http://www.azre.gov)

Certain applicants may be eligible for a waiver of their initial license application fees, if this is the first time they are applying for an Arizona real estate license. These individuals include:

- Any individual applicant whose family income does not exceed 200% of the federal poverty guidelines;
- Any Active Duty Military Service Member's Spouse; or
- Any Honorably Discharged Veteran who has been discharged not more than two years before application.

Please visit ADRE's website at [www.azre.gov](http://www.azre.gov) to learn more about if you are eligible for a fee waiver and what additional documentation you will need to submit with your application to request a fee waiver.

**Fee:** Upon notification from ADRE that the application has been deemed complete, proceed to the **ONLINE LICENSING SYSTEM** to pay the prescribed fee by credit card. To view ADRE's Fee Schedule for current fees, please visit [www.azre.gov](http://www.azre.gov).

**Instructions to Activate License:** Salesperson licensees can activate their license by initiating an online hire action through the ONLINE LICENSING SYSTEM after they receive confirmation that their license application has been approved by ADRE. Once the pending online hire action is approved by the designated broker, the license status will become ACTIVE and the licensee will be legal to do business.

Note: The ADRE is required by law to process the application in accordance with established time frames. Review A.A.C. R4-28-103 for a description of the time frames and procedures with which the Department and applicants must comply.

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## Section 1 – Applicant Information

Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if Applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Applicant DOB: \_\_\_\_\_ Applicant SSN: \_\_\_\_\_

## Section 2 – Application Questions

1. Have you ever held a Real Estate license in Arizona?      Yes                  No
2. Do you hold/have you ever held a Real Estate license in another state?      Yes                  No  
List States: \_\_\_\_\_
3. Check this box if you are an applicant seeking out-of-state license recognition pursuant to A.R.S. § 32-4302

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If completed, the Arizona Department of Real Estate will sever the Salesperson License and activate the Broker License at the time of Broker License approval and processing as an associate broker with the same Employing Broker.*

## Section 3 - Information

### NOTICE PURSUANT TO A.R.S SECTION 41-1093.01:

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. § 41-1030
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 license 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