

Arizona Department of Real Estate

SALESPERSON OR ASSOCIATE BROKER CHANGE INSTRUCTIONS

NEW HIRE, ORIGINAL HIRE, OR REHIRE / TRANSFER / SEVER / ADD, REMOVE, OR CHANGE BRANCH MANAGER

Not for Designated Brokers or Sole Proprietors

DO NOT FAX OR SCAN THIS DOCUMENT UNLESS INSTRUCTED BY AN AZRE CUSTOMER SERVICE REPRESENTATIVE

PROVISIONAL LICENSEE'S OR AGENTS WITH A DEPARTMENTAL MATTER - Agents with a provisional license or a departmental matter, who cannot use the online system to process changes to their personal license online, must submit this form completed with original ink signatures and correct fee. Provisional agents moving from one entity to another may need a practice monitor letter from the new Designated Broker. (NOTE: Some provisional licensee's may need an approval signature from Enforcement and Compliance before submitting this document to Licensing for processing.) Call (602) 771-7700 and ask a customer service representative to review your provisional record.

LATE RENEWAL AGENTS – If you passed your expiration date, you will have to rehire or reactivate your license after you renew to become an active status agent. (Note - If the online system shows your status as "ACTIVE" and you are late, even 1 day late, you are indeed inactive and expired and must rehire after renewal.)

IN OFFICE FEES

- Fees may change without notice. Visit our website at www.azre.gov and view the updated fee schedule.

ONLINE PROCESSING

- Save time and money by processing hires, severals, and transfers online.

BRANCH MANAGER STATUS AGENTS

- Branch Manager changes cannot be processed online. Every branch office must have a branch manager in place to operate as a branch office. Designated Broker cannot function as a branch manager.

HOW TO COMPLETE FORM

SALESPERSONS AND ASSOCIATE BROKERS NEW, ORIGINAL HIRE, OR REHIRE

- Agent completes Section 1 with Salesperson or Associate Broker Information; include an original ink signature and date required.
- DB completes Section 2. Information must reflect the office in which the agent is being hired to. Original ink signature and date required.

TRANSFERS

- To transfer from the main office to a branch office within the **same entity** or transfer from a branch office to the main office within the **same entity**. TRANSFERS CANNOT BE PROCESSED FROM ONE ENTITY TO ANOTHER ENTITY.
- Salesperson completes Section 1 with Salesperson information. Form does not need an agent signature to process a transfer request.
- DB completes Section 2. Information must reflect the office in which the agent is being TRANSFERRED to. Original ink signature and date required.

SEVERALS

- DB or agent completes Section 1 with agent information. No signature from agent required.
- DB completes Section 3 to sever licensee as a salesperson. Original ink signature and date required.

SALESPERSON BECOMING AN ASSOCIATE BROKER - To change from a Salesperson to an Associate Broker your Salesperson license must be placed on inactive status before AZRE can issue a broker license.

- Agent completes Section 1 with Salesperson Information; include an original ink signature and date required.
- Current DB completes Section 3 to sever licensee as a salesperson. Original ink signature and date required.
- If agent is returning to the same entity or office as an associate broker, DB must complete Section 2 with Employer Information. Information must reflect the office in which the agent is being re-hired to or hired to. Original ink signature and date required.

ADD OR CHANGE A BRANCH MANAGER

- Agent completes Section 1 with Salesperson or Associate Broker Information. Original ink signature and date required.
- DB completes Section 2. Information must reflect the office in which the agent is being hired to. Original ink signature and date required.
- DB must submit a list of duties stating the Salesperson has Limited authority or if an Associate Broker has Limited or Full authority.

ACTING DESIGNATED BROKERS - Must submit letter signed by the current DB during his/her absence stating who is acting on DB's behalf and that the acting broker can sign all appropriate documentation. Designated broker absence letter is only valid for vacations and temporary absence from the office not to exceed 30 consecutive days. PURSUANT TO A.R.S. § 32-2127(D) ATTACH A COPY OF THE DESIGNATION LETTER, IF YOU ARE SIGNING AS THE BROKER'S DESIGNEE.

INFORMATIONAL NOTICE - INCOMPLETE OR PARTIALLY COMPLETE DOCUMENTS OR FAXED DOCUMENTS WILL NOT BE ACCEPTED BY AZRE. If the Department receives an incomplete application, AZRE will return the application unprocessed. Fees will not be waived for agents who are not able to use the online system due to pending disciplinary actions, provisional license, and or any other departmental issue that inhibits the use of the online system. The completion date will be determined by the effective date of the original license or renewal license issued. This may have unexpected

consequences for you including, without limitation: expiration of your license and a lapse in licensure, payment of late fees, unlawful license activity, and if in your grace year, being unable to renew and applying as an original applicant, including passing the state license examination.



ARIZONA DEPARTMENT OF REAL ESTATE (AZRE)

www.azre.gov

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SALESPERSON OR ASSOCIATE BROKER CHANGE FORM

AZRE USE ONLY	E & C APPROVAL	DATE	ORDER

Section 1 – Salesperson or Associate Broker Information

Print Licensee Name			
SA or BR License Number		Expiration Date	
Email Address			
Original Ink Signature		Today's Date	
<p>Do you have a Provisional License or Departmental Matter?</p> <input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, see instructions for further submittal information.			

TYPE OF CHANGE BEING MADE

- HIRE
- SEVER
- TRANSFER
- ADD BRANCH MANAGER STATUS
- REMOVE BRANCH MANAGER STATUS
- CHANGE BRANCH MANAGER AUTHORITY

BRANCH MANAGER AUTHORITY	
<input type="checkbox"/> LIMITED = Salesperson / Broker	
<input type="checkbox"/> FULL = Broker ONLY	

SECTION 2 - Hire / Transfer Agent To

Entity Legal Name					Entity License Number	
Entity DBA Name						
Physical Address					Suite	
City		State		Zip Code		County
Phone Number	()	Fax	()			
Print Designated Brokers Name					BR License Number	
Original Ink Signature						

Section 3 - Sever Agent From

Entity Legal Name					Entity License Number	
Print Designated Brokers Name					BR License Number	
Original Ink Signature						

AZRE USE ONLY				DATE STAMP	RECEIPT
EFFECTIVE DATE					
INPUT DATE					
TIMEFRAME	<input type="checkbox"/> TF 1	<input type="checkbox"/> TF 2			
PROCESSED BY					

"AZRE IS AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

Persons with disabilities who need this document in an alternate format should contact The Operations Office at 602-771-7760 or by email at forms@azre.gov.