

INSTRUCTIONS AND CHECKLIST BROKER CANDIDATE EXPERIENCE VERIFICATION FORM

Licensed Experience is Required

DO NOT SUBMIT APPLICATIONS BY FAX OR E-MAIL

Candidates for an Arizona real estate, cemetery, or membership camping broker's license must have ACTUAL EXPERIENCE as a real estate salesperson. The law requires a minimum of three years actual experience within the five-year period preceding the candidate's application. The Arizona Department of Real Estate ("Department") interprets the actual experience requirement to mean just-that--actual experience performing the duties for which a salesperson or broker's license is required. *The mere holding of a license will not meet this requirement.*

In order to demonstrate that the candidate meets this actual experience requirement, the Department requires the candidate's current designated or principal broker, as applicable, to verify that the person was engaged in real estate activities AND whether the person did so on a full-time or less than full-time basis. Actual experience is determined based on the average number of hours per month the applicant worked in the real estate, cemetery, or membership camping business.

If the candidate has three full years of actual, licensed experience, gained working full-time in real estate, then demonstration of additional experience will not be required. However, if the candidate worked part-time, or started and stopped for various brokers, then more experience than the minimum of three years will be required before the Department will deem the candidate to meet A.R.S. § 32-2124.

The Department will not look at experience that is more than five years old. If a candidate has real estate licensed experience but for the last three or four years (or more) has not been engaged in real estate, the candidate will not qualify to apply for a broker's license. Instead, the candidate must attain the experience as a real estate, cemetery, or membership camping salesperson (as applicable) before being eligible to seek a broker's license.

Instructions

Submit this completed form to the Department, which will determine your eligibility to take the state and national license examination. If your licensed experience is in another state, include a certified license history from the real estate regulatory agency there. The Department will return the completed and approved form to you by U.S. Mail. You must furnish the information in the box at the bottom of the Department-verified form when you call Prometric's Call Center at (800) 899-4091 to schedule your examination. ***You must take the approved form with you when you take the examination.***

Checklist

- If your licensed experience during the preceding five years was in Arizona, you do not need to request a license history from the Department. Otherwise, obtain and submit a license certification / history from each state in which you are licensed or have been licensed during the preceding five years.
- Fill in your name and contact information and send to your current broker. The broker is to complete and sign the form and return it to **you**.
- NOTE: Original signatures (yours and your current or former brokers') are required.
- Submit the LI-226 form(s) to the Department with your license certification(s) **all together at one time**.
- The Department will determine your eligibility to take the state and national examinations. Allow a *minimum of three weeks* for the Department to review your form(s) and determine your eligibility.**

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or
by email at forms@azre.gov



**STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE**

2910 N. 44 St., Ste 140
Phoenix, AZ 85018
(602) 771-7700

400 W. Congress, Ste 523
Tucson, AZ 85701
(520) 628-6940

BROKER CANDIDATE EXPERIENCE VERIFICATION FORM

Please review Instructions and Checklist BEFORE submitting this form. Providing false or misleading information to the Commissioner is grounds for denial, suspension or revocation of licensure under A.R.S. § 32-2153(B)(1).

CANDIDATE INFORMATION - TYPE OR PRINT LEGIBLY

Print Name		License No.
Mailing Address		
City/State/ZIP		
Daytime Phone:		Alt Phone or Email
Original Signature Required		Date

By my signature I affirm that my representations herein are true and I have the actual experience stated.

Employer Name: _____

<i>Occupation/Title at/for this Employer: (attach additional sheets as necessary)</i>	<i>Avg. No. of Hours Worked per <u>Month</u></i>	<i>Beginning Date</i>	<i>Ending Date</i>
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYER INFORMATION - TO BE COMPLETED BY BROKER - TYPE OR PRINT LEGIBLY

Licensed Experience is Required. The candidate named below seeks to qualify for a broker's license in Arizona and must demonstrate "actual experience." If the candidate performed services on behalf of your brokerage that require a real estate, cemetery, or membership camping license (as applicable), please complete the broker portion of this form below and return it to the candidate. If you wish to provide additional information, check the box below and attach it to this form. I, affirm by my signature below that I am the Designated (Principal) Broker named below for the brokerage named below and that I/the brokerage employed the Candidate named above within the past five years. To the best of my knowledge and belief, the Candidate engaged in activities for which a (check one) Real Estate Cemetery Membership Camping license was required during the stated period. Additional statement is attached.

Name of Designated Broker:		
Brokerage Legal or DBA Name		
Business Address		
City/State/ZIP		
Daytime Phone:		Alt Phone or Email
Signature of Broker Original Signature Required		Date

For Department Use Only

Experience Verified Yes No Experience Valid Thru: _____
"Valid Thru" Date

Authorized Employee Initials: _____ Date: _____

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