



ARIZONA DEPARTMENT OF REAL ESTATE (AZRE)

www.azre.gov

PHOENIX OFFICE
2910 N 44TH STREET STE-100
PHOENIX, AZ 85018

TUCSON OFFICE
400 W CONGRESS STE-523
TUCSON, AZ 85701

DISCLOSURE DOCUMENT SUBMITTAL CHECKLIST

LI-400

| | | |
|---------------|----------------|-------------------|
| Customer Name | License Number | Date of Submittal |
|---------------|----------------|-------------------|

- You answered **YES** to one or more questions on the Original Licensure Questionnaire, Renewal Questionnaire, or Reinstatement Questionnaire. Use this checklist to report or disclose any MISDEMEAMOR or CONVICTION, FELONY CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR, RECOVERY FUND PAYMENT. If you are not sure if the action taken against you needs to be reported, you must contact the court or agency in question for further clarification.
- If disclosing multiple incidents, **you must submit a separate statement for each incident on separate paper**. Each statement and supporting documentation should be sorted by incident and ready for review before submitting any disclosure to AZRE. AZRE cannot accept disclosures that are missing supporting documents or are deemed incomplete.
- This checklist is also used for disclosures or late disclosures regarding any incidents before an original license is/was issued **OR** between renewal periods in which an action needed to be reported to AZRE within 10 days of any of the above mentioned actions. (If you did not report or disclose an action within 10 days of or conviction on your original license **OR** upon renewal you must submit a late disclosure.) To complete your application for licensure and/or make a full disclosure of an action taken against you, you are required to provide all of the following:

AZRE CSR must initial each approved item and note REALM record upon review of each customer submittal.

| |
|--|
| ALL DISCLOSURES - SUBMIT A DETAILED STATEMENT WRITTEN BY YOU - INCLUDING THE FOLLOWING IF IT APPLIES TO YOUR CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR RECOVERY FUND PAYMENT. ___ Detail of Offence , ___ Conviction Date, ___Judgment, Sentence, or Type of Offence, ___Arresting Agency Name, ___Court Name & Location, ___Time Served, ___Total Fines, ___Required Classes, ___Probation Details, ___Termination of Probation, ___Signature, ___Date of Submittal. |
| CHARACTER REFERENCE LETTERS – Three personal letters of character reference signed and dated within the past 90-days from 3 different individuals. (Duplicate and, mass produced letters, or letters written by discloser will not be accepted.) The letter must state how long the person has known you, (must be more than 1 year). The references must be 18 years of age or older, <u>not related to you by blood or marriage</u> . The letters must include the reference’s signature, contact information, including telephone number, and date. Signature does not need to be original, but a signature is required. |
| 10 YEAR WORK HISTORY – Including the employer’s name and addresses, supervisor’s name and telephone number, dates of employment, position held and job description. Include all periods of unemployment. Resume style is acceptable. |
| Proof of Legal Presence Documentation – Copy of photo ID required if not already on AZRE record. Visit www.azre.gov for a list of other acceptable documents. |

DISCLOSURE DOCUMENTATION REQUIRED FOR ALL MISDEMEANOR OR FELONY OFFENCES

***CERTIFIED DOCUMENTS - DO NOT ALTER, HIGHLIGHT, WRITE ON, REMOVE PAGES, OR REMOVE STAPLES, (EVEN TO MAKE COPIES) FROM ANY CERTIFIED DOCUMENTATION. THIS NULLIFIES THE CERTIFICATION AND THE DOCUMENTATION WILL NOT BE ACCEPTED FOR SUBMITTAL.** If a record has been purged, destroyed, or are no longer available by the court or arresting agency, you must obtain a statement to the effect on letterhead from the court or arresting agency to replace the certified documentation request.

FOR CRIMINAL OFFENCES, AS APPLICABLE

_____ **FINGERPRINT CARD** - FOR ALL MISDEMEANOR OR FELONY OFFENCES AND APPROPRIATE FEE DUE – SEE FEE SCHEDULE

***CERTIFIED COPIES OF THE RECORDS FROM THE COURT OF JURISDICTION, WHICH MAY INCLUDE THE FOLLOWING**

- | | |
|---|---|
| _____ Complaint and Indictment | _____ Pre-Sentence Report |
| _____ Plea Agreement | _____ Judgment |
| _____ Probation Information | _____ Sentencing Documents |
| _____ Order of Dismissal from Probation | _____ Order Expunging, Dismissing, or Vacating a Conviction and restoring civil rights. |

***CERTIFIED COPIES OF THE RECORDS FROM THE ARRESTING AGENCY** (Ask court for information on locating this report.)

_____ **THE POLICE OFFICER’S NARRATIVE, (POLICE REPORT) CONCERNING THE ARREST OR CITATION.**
(This report is **not** in the court documentation and must be obtained for AZRE records.)

FOR DENIALS, RESTRICTIONS, OR DICIPLINARY ACTIONS AGAINST A PROFESSIONAL LICENSE, AS APPLICABLE

***CERTIFIED COPIES FOR EACH THAT APPLY TO YOUR ACTION, WHICH MAY INCLUDE THE FOLLOWING**

- | | |
|---|--|
| _____ Notice of Hearing and Complaint | _____ Answer |
| _____ Findings of Fact and Conclusions of Law | _____ Final Order or Administrative Ruling |
| _____ Consent or Settlement Agreement | _____ Recovery Fund Payment |
- _____ A current license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, the license history must have been issued within 90 days of your filing with AZRE.

CIVIL JUDGMENTS, AS APPLICABLE

***CERTIFIED COPIES OF THE FOLLOWING, AS APPLICABLE, WHICH MAY INCLUDE THE FOLLOWING**

- | | | |
|--|----------------|--------------------------------|
| _____ Complaint and/or Amended Complaint | _____ Judgment | _____ Satisfaction of Judgment |
|--|----------------|--------------------------------|

"AZRE IS 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.