

# ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

## BRANCH OFFICE APPLICATION/CHANGE FORM (LI-219)

Scan completed Branch Office Application/Change (LI-219) form to: [entityupdates@azre.gov](mailto:entityupdates@azre.gov)

- **Open a Branch Office**
- **Re-Activate Branch Office**
- **Close a Branch Office**

Do Not use LI-219 for: \* Processing licensee personal changes or branch manager changes, (which can be done on line at [www.azre.gov](http://www.azre.gov).) or for business address changes or business information updates which require a completed Employing Broker Change (LI-201) form. Business address changes cannot be processed online.

**FEE - FEES MAY CHANGE WITHOUT NOTICE** –Visit ADRE website at [www.azre.gov](http://www.azre.gov) for a current fee schedule. - Fee is determined by Designated Broker's (DB) expiration date. When a DB change has been made, an expiration date alignment may constitute fees.

- **CLOSING A BRANCH OFFICE** - Designated Broker (DB) must submit a letter stating the branch office will close within 10 days prior to the closing. Submit completed Salesperson/Associate Broker Change(LI-202) form to make appropriate changes to the branch manager. Sever, then hire all licensees to other branch. Fees may be required.
- **SALESPERSON APPOINTED AS BRANCH MANAGER** - A Designated Broker or Sole Proprietor may not delegate authority to a salesperson as branch manager to perform acts for which a broker's license is required. A salesperson branch manager may perform any office management tasks that are not statutory duties of the employing broker. The salesperson branch manager may be a signor on a branch office account. Salespersons who act as Branch Managers have LIMITED authority.
- **ASSOCIATE BROKER APPOINTED AS BRANCH MANAGER** - A Designated Broker or Sole Proprietor may delegate full authority to an associate broker who manages a branch office, including signing commission checks. The associate broker may be a signatory on a broker trust account connected to the business generated by the office managed by the associate broker. The associate broker may also sign commission checks drawn from a property management trust account, review and initial contracts and supervise the activity of salespesons and associate brokers. Associate Brokers who act as a Branch Manager may have either LIMITED or FULL authority as duly appointed by the Designated Broker. Any delegation by Designated Broker, shall never relieve the Designated Broker from responsibility for the activity of salesperson and/or brokers.
- **ASSIGNMENT OF BRANCH MANAGERS** - See below for powers, which may be vested in branch managers, pursuant to A.A.C. R4-28-301 and A.R.S. § 32-2127

#### **R4-28-304. Branch Office; Branch Office Manager**

**A.** To obtain a branch office license, the designated broker shall submit to the Department before operating the branch office the following information for each branch office of the employing broker on the Application for Branch Office form:

1. The name, date, and signature of the designated broker;
2. The license number and license expiration date of the employing broker;
3. The name, address, telephone, and license number of the main office;
4. The type of employing broker's license;
5. The employing broker's DBA name, if applicable;
6. The address, telephone number, and fax number, if any, of the branch office; and
7. The name and license status of the salesperson or broker who is the branch office manager and the authority granted to the branch office manager, including any designation of authority under subsection (B).

**B.** Branch office manager. A designated broker may authorize in writing an associate broker or salesperson to act as a branch office manager to perform any of the following duties of the designated broker at the branch office. This designation does not relieve the designated broker from any responsibilities. Upon change of the branch manager, the designated broker shall submit a new authorization to the Department within 10 days of the change and shall retain a copy in the broker's main office for five years.

1. If the branch manager is an associate broker, the associate broker may, when dealing with branch office transactions:
  - a. Review and initial contracts,
  - b. Supervise the activity of salespersons and associate brokers,
  - c. Hire or sever a salesperson or associate broker,
  - d. Sign compensation checks,
  - e. Be a signer on the branch office trust account and property management trust account,
  - f. Write checks from the broker's trust accounts, and 103 CHAPTER 28. STATE REAL ESTATE DEPARTMENT **R4-28-304**
  - g. Be responsible for the handling of all trust account funds administered by the branch manager.
2. If the branch manager is a salesperson, the salesperson may, when dealing with branch office transactions:
  - a. Perform office management tasks that are not statutory duties of the employing broker, and
  - b. Be a signer on the broker's trust account and property management trust account.
  - c. Temporary office. An additional license is not required for a temporary office established for the original onsite sale of properties within the immediate area of a subdivision or unsubdivided land.
    1. The broker named in the application for public report shall supervise operation of the temporary office to sell or lease the subdivided or unsubdivided land.
    2. The broker shall display the subdivision or unsubdivided land name and the licensed name of the employing broker marketing the development in a prominent manner at the entrance to the temporary office.



ARIZONA DEPARTMENT OF REAL ESTATE

[www.azre.gov](http://www.azre.gov)  
 Scan to: [entityupdates@azre.gov](mailto:entityupdates@azre.gov)  
 2910 N 44<sup>TH</sup> STREET  
 PHOENIX AZ 85018

Janice K. Brewer  
 Governor

Judy Lowe  
 Commissioner

**BRANCH OFFICE APPLICATION/CHANGE FORM (LI-219)**

**MAIN OR OFFICE INFORMATION:**

If Entity/Employing Broker is a LLC, check type:  MEMBER CONTROLLED  MANAGER CONTROLLED

Entity License Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Entity Legal Name \_\_\_\_\_ EIN # \_\_\_\_\_

DBA Name \_\_\_\_\_

Designated Brokers' (DB) Name \_\_\_\_\_ DB License Number \_\_\_\_\_ EMAIL: \_\_\_\_\_

Designated Broker (DB) Signature **X** \_\_\_\_\_

**TYPE OF REQUEST:**

<input type="checkbox"/> New Branch Office	ADRE ONLY - BRANCH #	<input type="checkbox"/> Activate an Inactive Branch Office	<input type="checkbox"/> Close Branch Office
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**BRANCH OFFICE INFORMATION:** (Must submit Salesperson/Associate Broker Change (LI-202) form to appoint branch manager)

This office is to be:  Closed  Active  
 Office will be managed by a licensed:  Salesperson  Associate Broker  
 Authority vested in branch manager:  Limited Authority  Full Authority

Branch Office **Physical Address** \_\_\_\_\_ Suite \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_  
 Business Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_

Branch Office **Mailing Address** \_\_\_\_\_ Suite \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Print Branch Manager Name \_\_\_\_\_

Manager License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Describe in writing the authority vested in the branch manager pursuant to R4-28-304 or A.R.S. § 32-2127 as requested in instructions:**


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