



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Licensing Division

www.azre.gov

2910 N. 44th Street, Phoenix AZ 85018

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GOVERNOR

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ENTITY/BROKER STATUS CHANGE (LI-216)

SELECT TYPE OF CHANGE(S)

- | | | |
|--|--|---|
| <input type="checkbox"/> Entity Legal Name/DB Name | <input type="checkbox"/> DB Change For Existing Entity | <input type="checkbox"/> DB Change to SE |
| <input type="checkbox"/> Inactive Broker Change to Active DB | <input type="checkbox"/> Associate Broker Change to DB for Existing Entity | <input type="checkbox"/> Active DB Change to Inactive |
| <input type="checkbox"/> Associate Broker Change to SE | <input type="checkbox"/> New Broker Licensee to DB | <input type="checkbox"/> Change Entity to Inactive |
| <input type="checkbox"/> Resident Broker Change to Non-Resident Broker (out-of-state Principal Office Address) | | <input type="checkbox"/> SE to Inactive |

SELECT BUSINESS TYPE

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Corporation (CO) | <input type="checkbox"/> Limited Liability Company (LC) | <input type="checkbox"/> Partnership (PA) | <input type="checkbox"/> Sole Proprietor (SE) |
| <input type="checkbox"/> Limited Liability Partnership (PA) | <input type="checkbox"/> Broker | <input type="checkbox"/> Designated Broker (DB) | <input type="checkbox"/> Salesperson |

SECTION 1: DESIGNATED BROKER (DB)/SOLE PROPRIETOR (SE)/LICENSEE INFORMATION

| | | |
|-------------------------------------|--------------------------|------------------------------------|
| DB/SE/Licensee Name (First MI Last) | DB/SE/Licensee License # | DB/SE/Licensee License Expire Date |
| Email | Phone: | Fax: |

| Questions | | Responses | |
|-----------|--|--|---|
| 1. | How is the Incoming Licensee currently licensed? | <input type="checkbox"/> (DB) <input type="checkbox"/> (SE) (attach LI-201A) | <input type="checkbox"/> Associate Broker <input type="checkbox"/> Salesperson |
| 2. | Is the Incoming DB/Sole Proprietor currently employed as "active status"? | <input type="checkbox"/> Yes | <input type="checkbox"/> No – go to question 6 |
| 3. | Is the prior current/prior licensed entity closing? | <input type="checkbox"/> Yes – go to Question 5 | <input type="checkbox"/> No |
| 4. | Is the prior licensed entity appointing a new DB (if not closing)? | <input type="checkbox"/> Yes – go to Question 6 | <input type="checkbox"/> No |
| 5. | Does the prior licensed entity have "active" agents? | <input type="checkbox"/> Yes – refer to Instructions | <input type="checkbox"/> No |
| 6. | As the changing Broker, are continuing education (CE) requirements current? ARS §32-2130 | <input type="checkbox"/> Yes | <input type="checkbox"/> No – STOP , Reapply when current |
| 7. | As the changing Broker, has a 9-hour Broker Management Clinic been completed within 23 months prior to this application? ARS §32-2136 (C) | <input type="checkbox"/> Yes – Date _____ | <input type="checkbox"/> No – STOP , Reapply when current |
| 8. | Is there a <u>joint</u> PC or PLLC with ADRE for the incoming DB's name? ARS §32-2125 (B) | <input type="checkbox"/> Yes - STOP , Amend to single PC or PLLC with the ACC and reapply | <input type="checkbox"/> No |
| 9. | Does this DB have a PC or PLLC in good standing with the Arizona Corporation Commission? | <input type="checkbox"/> Yes | <input type="checkbox"/> No - STOP , Reapply <input type="checkbox"/> Not Applicable |
| 10. | Will this DB reside outside of the State of Arizona | <input type="checkbox"/> Yes – complete Non-Resident Broker section below | <input type="checkbox"/> No |

SECTION 2: ENTITY/EMPLOYING BROKER INFORMATION

| | | | | | |
|--|----------------------------------|--|------|-------|-----|
| Legal Name (as approved by ADRE) | | EIN (Employer Identification Number) or Tax ID # (Required) | | | |
| Doing Business as (DBA) – if any (as approved by ADRE) | | | | | |
| Physical Address of Entity | Suite | City | | State | Zip |
| Mailing Address of Entity: <input type="checkbox"/> Same as Physical Address | Suite | City | | State | Zip |
| Email | Phone: | | Fax: | | |
| Entity License Number: | Entity Expiration Date (Aligned) | | | | |

SECTION 3: SELECT BUSINESS TYPE OF CHANGE(S) BEING MADE

| | |
|--|---|
| <input type="checkbox"/> ENTITY LEGAL/DBA NAME CHANGE | <input type="checkbox"/> If CO or LLC amended articles stamped "FILED" by the Arizona Corporation Commission (ACC). Do not submit until a stamped "FILED" copy is received. <input type="checkbox"/> If Partnership, copy of addendum/amendment to Partnership Agreement showing change. <input type="checkbox"/> ADRE Entity/Employing Broker Name Reservation Notice (ADRE Approval Notice) |
| <input type="checkbox"/> DESIGNATED BROKER (DB) CHANGE FOR EXISTING ENTITY | <input type="checkbox"/> A copy of the resolution signed by all officers and directors electing/appointing a DB as a corporate officer, naming the office held and stating that the individual was appointed to act as the DB for the corporation. <input type="checkbox"/> Amended Articles stamped "Filed" by the AZ Corporation Commission (ACC). If an LLC entity, the amendment must name the DB as a member/manager of the LLC. Do not submit until a stamped "Filed" copy is received. <input type="checkbox"/> Letter of resignation of outgoing DB (attached). <input type="checkbox"/> Incoming DB severed on-line, if not a Branch Manager at prior company. <input type="checkbox"/> Copy of Salesperson/Associate Broker Change Form LI-202 signed by prior DB, if incoming DB was a Branch Manager at prior company. (Attached) <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months. |
| <input type="checkbox"/> DESIGNATED BROKER (DB) CHANGE TO SOLE PROPRIETOR (SE) | <input type="checkbox"/> Letter of resignation as outgoing DB (attached). <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months. <input type="checkbox"/> When current Entity closing, follow closing procedure with Auditing. <input type="checkbox"/> ADRE Approved Entity/Employing Broker Name Reservation Notice. <input type="checkbox"/> Sever licensees online, only when instructed by ADRE to do so. |
| <input type="checkbox"/> INACTIVE BROKER CHANGE TO ACTIVE DESIGNATED BROKER (DB) | <input type="checkbox"/> When becoming Designated Broker (DB) for an existing Entity, complete "Designated Broker (DB) Change For Existing Entity" on Form LI-216. <input type="checkbox"/> Unlawful License Activity Statement Form LI-555. |
| <input type="checkbox"/> ASSOCIATE BROKER CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY | <input type="checkbox"/> Sever from current Broker. <input type="checkbox"/> When becoming Designated Broker for existing entity, complete the "Designated Broker Change For Existing Entity" on Form LI-216. |
| <input type="checkbox"/> ACTIVE DESIGNATED BROKER (DB) CHANGE TO INACTIVE | <input type="checkbox"/> Letter of resignation from current Entity. <input type="checkbox"/> Sever all licensees by using the Online Licensing System after notifying them of change. All Licensees may then rehire Online from their personal page. |
| <input type="checkbox"/> ASSOCIATE BROKER CHANGE TO SOLE PROPRIETORSHIP (SE) | <input type="checkbox"/> Sever online from prior entity. <input type="checkbox"/> When Branch Manager – "Salesperson/Associate Broker Change Form LI-202" signed by prior DB. <input type="checkbox"/> Copy of Certificate of Broker Management Clinic taken within prior 23 months. <input type="checkbox"/> When Inactive to Active – confirm continuing education (CE) is up-to-date. |
| <input type="checkbox"/> NEW BROKER LICENSEE CHANGE TO DESIGNATED BROKER (DB) FOR EXISTING ENTITY | <input type="checkbox"/> All documents for Original Broker Application. <input type="checkbox"/> When becoming Designated Broker for existing entity, complete the "Designated Broker Change for Existing Entity" on this Form LI-216. |
| <input type="checkbox"/> CHANGE ENTITY TO INACTIVE STATUS | <input type="checkbox"/> Letter of Resignation of DB. <input type="checkbox"/> Procedure for closing office with Auditing completed. <input type="checkbox"/> Complete Form LI-216 |

RESIDENT BROKER CHANGE TO A NON-RESIDENT BROKER (Out-of-State Principal Office Address)

TRUST ACCOUNT INFORMATION –established with a Financial Institution located in Arizona

AAC R4-28-302(A)

Check if using Arizona Based Title Company only

| | | | | | | | |
|----------------------------|----------|-------------|--------|----------------------|-------|-----|--|
| Trust Account Name | | | | Trust Account Number | | | |
| Financial Institution Name | | | Phone: | | Fax: | | |
| Branch Address: | Street # | Street Name | Suite | City | State | Zip | |

Additional account information attached.

