



Arizona Department of Real Estate (ADRE)

Auditing and Investigations Division

www.azre.gov

2910 N. 44th STREET STE-100, PHOENIX, AZ 85018

DOUGLAS N. DUCEY
GOVERNOR

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COMMISSIONER

USE OF OFFSITE STORAGE / ELECTRONIC STORAGE / ELECTRONIC MANAGEMENT SYSTEMS

Submit completed form and attachments to the Department through the Department Message Center [Click Here](#)

1. EMPLOYING BROKER / ENTITY INFORMATION:

Designated Broker (DB) or Self-Employed Broker (SE) Name (print as appears on license):				DB or SE License Number:		
Employing Broker / Entity Name:				Employing Broker / Entity License Number:		
Employing Broker / Entity Physical Address:			Suite:	City:	State:	Zip:
Employing Broker / Entity Mailing Address: <input type="checkbox"/> Same as Physical Address			Suite:	City:	State:	Zip:
Employing Broker / Entity Phone:		Employing Broker / Entity FAX		DB or SE Email Address:		

2. OFFSITE STORAGE LOCATION FOR HARD COPY (PAPER) FILES (A.R.S. §§ 32-2151.01.A; 32-2175.A; 32-2175.C):

Records are stored at <input type="checkbox"/> Broker's Home <input type="checkbox"/> Commercial Storage Facility		Name of Commercial Storage Facility:				
Physical Address:			Suite:	City:	State:	Zip:
Name of Statutory Agent (Out-of-State Brokers Only) (A.C.C. R4-28-302.L)			Name of Law Firm (if applicable):			
Physical Address:			Suite:	City:	State:	Zip:

3. ELECTRONIC RECORDS STORAGE (A.R.S. § 32-2151.B.2):

Records are stored: <input type="checkbox"/> Broker's Computer System <input type="checkbox"/> With Third-Party Vendor		Name of Third Party Vendor:				
Business Address of Third Party Vendor:			Suite:	City:	State:	Zip:
Broker Maintains a back-up of Electronic Files to allow reconstruction if electronic data is destroyed (A.R.S. § 32-2151.B.2): <input type="checkbox"/> Yes <input type="checkbox"/> No						

4. ELECTRONIC MANAGEMENT SYSTEM (TRANSACTION AND FINANCIAL RECORDS) (ADRE SPS No. 2010.01):

Employing Broker Utilizes: <input type="checkbox"/> Electronic Transaction Management System		Name of Electronic Transaction Management System:				
Business Address of Electronic Transaction Management System Vendor:			Suite:	City:	State:	Zip:
Employing Broker Utilizes: <input type="checkbox"/> Property Management Financial Software		Name of Property Management Financial Software:				
Business Address of Property Management Financial Software Vendor:			Suite:	City:	State:	Zip:
Broker Maintains a back-up of Electronic Files to allow reconstruction if electronic data is destroyed (A.R.S. § 32-2151.B.2): <input type="checkbox"/> Yes <input type="checkbox"/> No						

Broker's Signature

Date