



SALESPERSON OR ASSOCIATE BROKER CHANGE (FORM LI-202) INSTRUCTIONS

ONLINE CHANGES – PROCESS ALL HIRES, SEVERS, AND TRANSFERS ONLINE AT WWW.AZRE.GOV – ONLY ONLINE PROCESS AVAILABLE

Form LI-202 to be completed only for the hire/transfer/sever of a Licensee with an ADRE departmental matter pending. Not for Designated Brokers (DB or Sole Proprietors (SE))

PROVISIONAL LICENSEE'S OR LICENSEES WITH A DEPARTMENTAL MATTER - Licensees with a provisional license or a departmental matter and cannot use the online system to process changes to a personal license online, must submit Form LI-202 completed with signatures and correct fee. Provisional licensees moving from one entity to another may need a practice monitor letter from the new Designated Broker (DB). (NOTE: Some provisional licensee's may need an approval signature from Enforcement and Compliance before submitting this document to Licensing for processing). Check the provisional status of a license prior to ADRE activity.

LATE RENEWAL AGENTS – When expiration date has passed, licensee must rehire or reactivate license after the renewal process has been completed in order for an active status to be complete. (Note - If the online system shows your status as "ACTIVE" and you are late, even 1 day late, you are indeed inactive and expired and must rehire after renewal).

FEES: Fees may change without notice. Visit ADRE website at www.azre.gov and view the updated fee schedule.

BRANCH MANAGER STATUS LICENSEES: Branch Manager changes cannot be processed online. Submit completed and scanned branch office forms (Form LI-204 and LI-219) via ADRE Message Center; click [here](#). Every branch office must have a branch manager in place to operate as a branch office. **A Designated Broker cannot function as a branch manager.**

HOW TO COMPLETE FORM (If not processing on-line)

SALESPERSONS AND ASSOCIATE BROKERS - NEW, ORIGINAL HIRE, OR REHIRE:

- Licensee completes Section 1 with Salesperson or Associate Broker Information; a signature and date required.
- DB completes Section 2. Information must reflect the office to which the licensee is being hired. Signature and date required.

TRANSFERS:

- To transfer from the main office to a branch office within the **same entity** or transfer from a branch office to the main office within the **same entity**. **TRANSFERS CANNOT BE PROCESSED FROM ONE ENTITY TO ANOTHER ENTITY.**
- Salesperson completes Section 1 with Salesperson information. Form does not need a licensee signature to process a transfer request.
- DB completes Section 2. Information must reflect the office to which the licensee is being **TRANSFERRED**. Signature and date required.

SEVERS:

- DB or licensee completes Section 1 with licensee information. No signature from licensee required.
- DB completes Section 3 to sever licensee as a salesperson. Signature and date required.

SALESPERSON BECOMING AN ASSOCIATE BROKER:

- To change from a Salesperson to an Associate Broker your Salesperson license must be placed on inactive status, before ADRE can issue a broker license.
- Licensee completes Section 1 with Salesperson Information; Signature and date required.
- Current DB completes Section 3 to sever licensee as a salesperson. Signature and date required.
- If licensee is returning to the same entity or office as an associate broker, DB must complete Section 2 with Employer Information. Information must reflect the office to which the licensee is being re-hired or hired to. Original ink signature and date required.

INFORMATIONAL NOTICE - INCOMPLETE OR PARTIALLY COMPLETE DOCUMENTS WILL NOT BE ACCEPTED BY ADRE. If the Department receives an incomplete application, ADRE will return the application unprocessed. Fees will not be waived for agents who are not able to use the online system due to pending disciplinary actions, provisional license, and or any other departmental issue that inhibits the use of the online system. The completion date will be determined by the effective date of the original license or renewal license issued. This may have unexpected consequences for you including, without limitation: expiration of your license and a lapse in licensure, payment of late fees, unlawful license activity, and if in your grace year, being unable to renew and applying as an original applicant, including passing the state license examination, and obtaining a current Fingerprint Clearance Card.