

# ARIZONA DEPARTMENT OF REAL ESTATE (ADRE) Licensing Division

www.azre.gov

100 N. 15th Ave., Suite 201, Phoenix AZ 85007

DOUGLAS A. DUCEY GOVERNOR

JUDY LOWE COMMISSIONER

### **DISCLOSURE DOCUMENT CHECKLIST (FORM LI-400)**

Form LI-400 form is being used	d for:				
LICENSING	PUBL	IC REPORT	ENTITY	EDUCATION	
ARS §32-2123 & AAC R4-28-301 ARS §		32-2183	ARS §32-2125 & AAC R4-28-302	AAC R4-28-301	
Timely Disclosure		bdivision Application	Corporation (CO)	School Owner /	
Late Disclosure	_	nsubdivided Land Application	Partnership (PA)	Administrator	
Renewal Disclosure		meshare Application	Limited Liability Company (LC)	Instructor	
Original Salesperson/Broker		embership Campground Application			
Application Disclosure  Pre-determination	∟ се	rtificate of Authority to Operate a Cemetery			
_	NOT RE	MOVE STAPLES FROM CERTIFIED DOCU	JMENTS AS IT NULLIFIES THE C	ERTIFICATION	
CIVIL ACTION		CRIMINAL OFFENSE	DISCIPLINARY ACTION		
ORDER, JUDGMENT OR ADVERSE DECISION		CONVICTION FOR ANY AND ALL	RESTRICTION, SUSPENSION, RE	RESTRICTION, SUSPENSION, REVOCATION, CIVIL	
INVOLVING FRAUD OR DISHONESTY;		MISDEMEANOR OR FELONY OR DEFERRAL	PENALTY IMPOSED UNDER THE LICENSE; AND/OR DENIAL OF A: PROFESSIONAL LICENSE,		
ORDER, JUDGMENT OR ADVERSE DECISION		OF A JUDGEMENT OR SENTENCING FOR A			
INVOLVING CONDUCT OF ANY		MISDEMEANOR OR FELONY OFFENSE	OCCUPATIONAL LICENSE, REGISTRATION		
BUSINESS/TRANSACTION IN:			CURRENTLY OR PREVIOUSLY HELD; ORDER,		
REAL ESTATE, CEMETERY, TIME-SHARE, OR		1.Provide the following CERTIFIED	JUDGMENT OR DECREE: PERMANENTLY OR		
MEMBERSHIP CAMPING.		Documents as they apply from the	TEMPORARILY ENJOINING FROM ENGAGING OR		
		Court:	CONTINUING ANY CONDUCT OR PRACTICE IN		
1. Provide the following CERTIFIED		<ul><li>Judgment/Sentencing document or</li></ul>	CONNECTION WITH THE SALE OR PURCHASE		
Documents as they apply from the		Deferral document, and Plea	OF: REAL ESTATE, CEMETERY, TIME-SHARE,		
Court:		Agreement	MEMBERSHIP CAMPING; SECURITIES;		
Complaint and/or Amended		Order of Dismissal from Probation	RACKETEERING LAWS; PAYMENT FROM A RECOVERY FUND; OR PAYMENT FROM A FUND OF LAST RESORT.  1.Provide the following CERTIFIED Documents as they apply:		
Complaint					
• Judgment		(Felonies)			
_		Order Expunging, Dismissing, or			
Satisfaction of Judgment     If record has been grounded declarated.		Vacating a Conviction and Restoring			
If record has been purged, destroyed     The second has been purged, destroyed		Civil Rights			
or is no longer available, attach an		<ul> <li>If Record has been purged,</li> </ul>			
official statement/letter from the		destroyed or is no longer available,	<ul> <li>Final Administrative Orde</li> </ul>	Final Administrative Order	
court or agency stating the reason		attach an official statement/letter	<ul> <li>Consent or Settlement Agreement</li> <li>License History from any agency where a professional license is/was held involving any action on the license</li> <li>Documents that show detail of case</li> </ul>		
the document is no longer available		from the court or agency stating the			
		reason that the document is no			
2. Submit a signed, dated "DETAILED"		longer available			
statement (for "EACH SEPARATE					
OFFENSE") written by you. Add the		2.Submit a signed, dated " <u>DETAILED</u> "	- Bocaments that show ac	tan or ease	
following in your statement, if it		statement (for "EACH SEPARATE	2. Submit a signed, dated "D	2.Submit a signed, dated "DETAILED"	
applies to your conviction, judgment,		OFFENSE") written by you. Add the	statement (for "EACH SEP/		
restriction, disciplinary action, civil		following in your statement, if it		OFFENSE") written by you. Add the following if it applies to your conviction, judgment, restriction, disciplinary action, civil judgment, or Recovery Fund Payment:	
judgment, or Recovery Fund Payment:		applies to your conviction, judgment,			
<ul> <li>Detail of Action or Claim</li> </ul>		restriction, disciplinary action, civil			
<ul> <li>Judgment AND Judgment Date</li> </ul>		judgment, or Recovery Fund Payment	.		
<ul> <li>Court Name &amp; Location</li> </ul>		Detail of Action or Claim		runa Payment.	
<ul> <li>Classes AND Total Monetary</li> </ul>		Judgment AND Judgment Date	<ul> <li>Detail of Action or Claim</li> <li>Judgment AND Judgment Date</li> </ul>		
Damages		Court Name AND Location			
Match each statement with the		Match each statement with the	Match each statement with	Match each statement with the	
corresponding Certified docume	nts	corresponding Certified documents	corresponding Certified doc	cuments before	
before submitting.		hefore submitting	submitting		



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# PLEASE INCLUDE THE FOLLOWING IN ADDITION TO THE CERTIFIED DOCUMENTS & DETAILED STATEMENT ON PAGE 1

#### 2. Three (3) written, signed and dated character reference letters:

• Include contact information from individuals, 18 years or older, not related by blood or marriage, that have known the applicant for more than one (1) year. Each reference letter shall be dated and no more than SIX (6) MONTHS from the date the application is submitted to the Department and include the writer's name, address, and telephone number. Reference letters may not be duplicates. No Form letters will be accepted. Department of Public Safety reference letters will not be accepted. Emails printed out that are not signed will not be accepted.

#### 3. Ten (10) year Work History

• Include the Employer's name, address, supervisor's name and telephone, dates of employment and position held (include all periods of employment). A print out from the ADRE Public Database will not be accepted.

#### 4. "Valid" Fingerprint Clearance Card from Department of Public Safety ("FCC")

- Contact DPS at 602-223-2000 for electronic processing.
- ADRE requires a valid FCC upon application for original licensure and application for renewal when disclosing a criminal conviction that has not previously been disclosed to or reviewed by the ADRE. If you currently have a suspended FCC, you will be required to obtain a Valid FCC through DPS.

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ALL disclosures must be submitted:
IN PERSON - Monday through Friday before 4 pm
OR
US MAIL - Check/Money Order payable to ADRE

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### **INCOMPLETE PACKAGES WILL BE RETURNED UNPROCESSED**