

## Arizona Reciprocal OUT-OF-STATE RECOGNITION Units of Study & License Application Requirements CHECKLIST

☐ Unit 1 – Real Estate Statutes	□ Unit 7 – Environmental Law	□ Unit 13 – Arizona Residential
18 questions on the state exam	4 questions on the state exam.	Landlord Tenant Act 2 questions
		on the state exam.
□ Unit 2 – Commissioner's Rules	☐ Unit 8 – Land Descriptions	□Unit 14– Property Management
14 questions on the state exam.	3 questions on the state exam.	3 questions on the state exam.
☐ Unit 3 - Agency Relationships &	☐ Unit 9 – Land Development	☐ Unit 15 – Financing Documents
Managerial Duties	2 questions on the state exam.	2 questions on the state exam.
9 questions on the state exam.		
☐ Unit 4 – Contracts & Contract	□ Unit 10 – Encumbrances	□ Unit 16 – Deed of Trust
Law	2 questions on the state exam.	Foreclosure
7 questions on the state exam.		4 questions on the state exam.
☐ Unit 5 – Government Rights in	□ Unit 11 – Acquisition / Transfer	□ Unit 17 – Disclosure &
<b>Real Property</b> 4 questions on the	of Title	Consumer Protection
state exam.	5 questions on the state exam.	7 questions on the state exam.
□ Unit 6 – Arizona Water Law	□ Unit 12 – Escrow & Settlement	□ Unit 18 – Math Calculations
10 questions on the state exam.	3 questions on the state exam.	11 on the state exam.

## ITEMS TO COMPLETE FOR LICENSE APPLICATION PACKAGE:

□ Introduction to Contract Writing  □ REQUEST Certified License History □ REQUEST Certified License History □ Complete Livescan or Paper □ Complete Livescan or Paper □ Copy of front and back will be needed for license application. □ Complete Livescan or DPS □ DPS Current Clearance Card □ Disclosures - Form L214/244 from ADRE □ Proof of Legal Presence □ Proof of residency & Attestation Form □ Proof of residency & Attestation Form □ Arizona Pearson Vue Exam Score □ Arizona Pearson Vue Exam Score □ Arizona Pager Sequence (Sequence Acopy with the state exam and solven with this. □ Arizona Pearson Vue Exam Score □ This is given to you when you pass the out-of-state recognition state exam. The actual license application is also given with this.			
For this class to send with license application package.   REQUEST Certified License History	☐ Introduction to Contract Writing	6 HOUR CLASS NOT TESTED AT STATE EXAM. No homework –	
□ REQUEST Certified License History From previous state. Check with that state for procedure to request this. DO THIS RIGHT AWAY SO YOU GET BACK BEFORE YOU ARE READY TO SCHEDULE EXAM.  □ Certified License History Receive back after requesting above from previous state. Will be needed to take state exam and for license application.  □ Complete Livescan or Paper Go to www.AZDPS.gov. Clearance Card DPS Current Clearance Card DPS Current Clearance Card Receive this back after applying for it above. A copy of front and back will be needed for license application.  □ Disclosures - Form L214/244 from ADRE Complete this form found at www.azre.gov. Will be needed for license application.  □ Proof of Legal Presence Find list of acceptable documents for this proof at www.azre.gov. (Items like a signed lease with proof of payment or utility bill)  □ Proof of residency & Attestation Form This will be needed for license application. This form can be found at www.azre.gov and is also attached to the ADRE Brochure.  □ Arizona Pearson Vue Exam Score This is given to you when you pass the out-of-state recognition state exam. The actual license application is also given with		handouts given for resources and review. Receive certificate	
request this. DO THIS RIGHT AWAY SO YOU GET BACK BEFORE YOU ARE READY TO SCHEDULE EXAM.    Certified License History		for this class to send with license application package.	
Certified License History  Receive back after requesting above from previous state. Will be needed to take state exam and for license application.  Complete Livescan or Paper fingerprinting application for DPS Clearance Card  DO THIS AS QUICKLY AS POSSIBLE TO AVOID DELAYS.  Receive this back after applying for it above. A copy of front and back will be needed for license application.  Complete this form found at www.azre.gov. Will be needed for license application.  Complete this form found at www.azre.gov. Will be needed for license application.  Proof of Legal Presence Find list of acceptable documents for this proof at www.azre.gov. (Items like a signed lease with proof of payment or utility bill)  Proof of residency & Attestation Form This will be needed for license application. This form can be found at www.azre.gov and is also attached to the ADRE Brochure.  This is given to you when you pass the out-of-state recognition state exam. The actual license application is also given with	☐ REQUEST Certified License History	From previous state. Check with that state for procedure to	
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