

“Subdivider’s DRE Checklist”

Following is a checklist of documents required for Arizona Dept of Real Estate
“Conditional Sales Exemption” petition and/or Final full filing for “Subdivision Disclosure Report
(Public Report)” – Furnish COPIES only unless indicated otherwise.

Conditional Sales Petition for Exemption (Fully Refundable Purchase Contract) (Necessary only IF you wish to offer units/lots for sale before issuance of the Public Report):

- q Signed Application form (DISC furnishes original for Applicant’s signature)
- q Copy of substantially-completed draft Subdivision Disclosure Report (Public Report) (DISC furnishes)
- q Signed Petition for Special Order of Exemption (DISC furnishes original for Applicant’s signature)
- q Check for \$100.00 filing fee payable to AZ. Dept. of Real Estate
- q Engineer’s Executive Summary letter from Soils Report, if conducted
- q Engineer’s Flood and Drainage Letter (Indicates F.E.M.A. flood designation and potential)
- q Specimen Purchase Contract for unit/lot sales and any Addenda
- q Copy of the Plat in FINAL form (does not need to be recorded)
- q Copy of final Declaration of Condominium/CCR’s, if condominium in FINAL form (does not need to be recorded)
- q Health Certificate: ADEQ/Maricopa County Approval to Construct (“ATC”) sanitary facilities (sewer and water)
OR
Letter from engineer/contractor certifying sanitary facilities are available at boundary of development
- q Title Report dated within 30 days of filing (DISC will obtain from Title Co)

Final Public Report Application:

- q Signed Application and “Expedited Filing” letter (DISC furnishes original for Applicant’s signature)
- q Check for \$470.00 filing fee (includes initial inspection fee) payable to AZ. Dept. of Real Estate.
- q Health Certificate: ADEQ/Maricopa County Dept of Environmental Services Certificate of Approval of Sanitary Facilities for Subdivision
- q **IMPORTANT!!** Assurances for the completion of all incomplete public streets, underground utilities and private common area facilities, including driveways, landscaping, pools, clubhouses, fitness rooms, etc.
- q If applicable, copy of construction loan agreement or lender’s letter assuring partial-release provisions (if not contained in recorded Deed of Trust)
- q Filed Articles of Incorporation for Homeowners Association.
- q Executed Bylaws for Homeowners Association.
- q Recorded Declaration of Condominium/CC&R’s.
- q Attorney’s condominium opinion letter (Only if condominium)
- q Copy of Option Agreement, if applicable (“Developer” to “Sales entity”)
- q Recorded Memorandum of Option Agreement above
- q Articles of Organization for the Subdivider/Applicant LLC
- q Operating Agreement for Subdivider/Applicant LLC
- q Certificate of Good Standing from Arizona Corporation Commission for Subdivider/Applicant
- q If a corporation, Corporate Resolution for signing authority for Subdivider/Applicant.
- q Copy of Certificate of Assured Water Supply, if applicable
- q If enrolled in CAGR or a Member Service Area, “Notice of Confirmation of CAGR Fee Payment”
- q Engineer’s Executive Summary letter from Soils Report, if conducted
- q Engineer’s Flood and Drainage Letter (Indicates F.E.M.A. flood designation and potential)
- q Specimen Purchase Contract for unit/lot sales and any Addenda
- q Title Report dated within 30 days of filing (DISC will obtain from Title Co)

Responsibility for obtaining the various documents lies with the Applicant or its agents, Engineer or Attorney, as appropriate. DISC will assist to the extent authorized by Applicant. DISC operates as an independent contractor of title company that is responsible for all DISC fees unless contracted for specifically by Applicant.



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NOTE: Additional items may be required.