



## NOTICES OF SUBSTANTIVE POLICY STATEMENT

The Administrative Procedure Act (APA) requires the publication of Notices of Substantive Policy Statement issued by agencies (A.R.S. § 41-1013(B)(14)).

Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice.

Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal

procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the APA.

If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### REAL ESTATE DEPARTMENT

[M16-216]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Non-commercial Requests to Inspect Department Records & Fees: No. 2005.09

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective: June 18, 1999; Revised & Renumbered May 28, 2004; Renumbered April 1, 2005; Revised August 21, 2006; Revised August 29, 2016.

**3. Summary if the contents of the substantive policy statement:**

This policy statement clarifies the Department's policy on non-commercial requests to inspect department records and fees. The information provided in No. 2005.09 was updated to reflect the average expected deliverables for completing public records request. Further the statutory references in substantive policy statement No. 2005.09 were updated to reflect current state law.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision to an existing policy statement, previously no. 2005.09.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Louis Dettorre  
Address: Department of Real Estate  
2910 N. 44th St., Suite 100  
Phoenix, AZ 85018  
Telephone: (602) 771-7760  
Fax: (602) 468-0562  
E-mail: ldettorre@azre.gov

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Department web site: [www.azre.gov](http://www.azre.gov). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### REAL ESTATE DEPARTMENT

[M16-217]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Real Estate Licensee Advertising: No. 2007.18



**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective: February 12, 2007, Repealed August 8, 2016, Revised and Reinstated September 7, 2016.

**3. Summary if the contents of the substantive policy statement:**

This policy statement clarifies the Department's policy and rules related to real estate licensee advertising. Authority is found in A.R.S. §§ 32-2102, 32-2153(A)(3), and A.A.C. R4-28-502.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revision to an existing policy statement, previously no. 2007.18. The SPS was repealed and published in Vol. 22, Issue 36 of the Public Register. However, after further review, the ADRE determined that the SPS had substantive value, therefore revised and reinstated the SPS.

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