



In response to the recent trend of converting apartments and commercial buildings into condominiums, the City of Phoenix has developed this brief guideline to assist developers in navigating the process between the government agencies involved. These agencies include the Arizona State Department of Real Estate, the City of Phoenix, and the Maricopa County Recorder and Assessor Offices.

These instructions are for the process to create individual units for conveyance and taxation, pursuant to the Arizona Condominium Act (A.R.S. §33-1201 et. seq.). Under the Arizona Condominium Act, the creation of a condominium requires the recording of a condominium plat and a condominium declaration. Although the condominium plat does not require the approval of the City of Phoenix, the condominium plat should be submitted to the City of Phoenix Development Services Department for unit and address assignment as described in Step 1 below.

Conversion Condominiums: If the owner of the property intends to make any renovations or additions to the converted condominium or perform any other work which, under the City of Phoenix Code, requires a building permit or other approval, such as zoning or land issues, the owner will need to obtain all required permits or approvals prior to performing any such work.

New Condominiums: If constructing a new condominium, the site plan for the project will require formal submittal to the City of Phoenix for approval. In addition, all building permits, other permits and licenses required for the construction of the building and associated improvements related to the condominium are necessary from the City of Phoenix.

Step 1

Submit unrecorded conversion condominium plat to the City of Phoenix Development Services Department, Addressing Services, Counter 7, for unit and address assignment.

City of Phoenix, Addressing Services Counter 7, 200 West Washington Street, 2nd Floor, Phoenix, AZ 85003, (602) 256-3127, www.phoenix.gov

Important Note: Obtaining accurate unit number assignments prior to State approval and County recordation of the conversion condominium plat is essential. Adherence to the Maricopa Association of Governments addressing guidelines minimizes any delay in the delivery of life safety and other critical services.

Step 2

Once the condominium plat has been approved by the City of Phoenix Development Services Department for unit and address assignment, the plat should be submitted to the Maricopa County Recorder for recordation at:

Maricopa County Recorder's Office, 111 South 3rd Avenue, Phoenix, AZ 85003, (602) 506-3535, www.maricopa.gov

Step 3

Units in a residential condominium containing six or more units may not be sold or offered for sale without the converter obtaining a Public Report from the Arizona Department of Real Estate. Commercial and industrial condominiums and residential condominiums of five or less units are exempt from the Public Report requirement. They, however, are all still subject to the City of Phoenix addressing process described in step 1. Information concerning the requirements for obtaining a Public Report may be obtained from the Arizona Department of Real Estate.

State of Arizona Department of Real Estate, 2910 North 44th Street, Suite 130, Phoenix, AZ 85018, (602) 468-1414, www.re.state.az.us

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.