(For Office Use Only)
New License Number
_____

Eff. Date: _____

(For Revenue Use Only)

Application Fee: **$150.00**

NEW YORK STATE OF OPPORTUNITY.

Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Real Estate Broker Application

If you do not complete all required responses, your application will be returned.

I am applying based on the following qualification * (X only one):

- ☐ Attorney Admitted to NYS Bar
- ☐ Previously Licensed
- ☐ Additional Broker License
- ☐ DOS Approved Qualifying Education
- ☐ Reciprocity State of _____ *and have provided a current certification (dated within 6 months) from the Real Estate Commission where my license was obtained.*

Please TYPE or PRINT all responses in ink

APPLICANT INFORMATION

* Required Responses

Applicant's Last Name * | First Name * | M.I. | Suffix

Home Address – Number & Street (Physical address required) * | Apt/Suite

City * | State * | Zip + 4 * | County *

Applicant's **SOCIAL SECURITY NUMBER** * *(See Privacy Notification)*

Applicant's DATE OF BIRTH * mm/dd/yyyy

Applicant's Phone Number *

Applicant's EMAIL ADDRESS *

Applicant's **New York State** nine digit **DMV ID # ***
Note: Non NYS residents please see Page 10 "Checklist"

If you previously or currently hold a NYS real estate license issued by the state of New York, please enter the UID/License **#.** *

BUSINESS INFORMATION

* Required Responses

Business Name * *(Name under which you will conduct business)*

FEIN Number

Business Address - Number & Street (Physical address required) *

Daytime Phone Number

City * | State * | Zip + 4 * | County *

Real Estate Broker Application

Place an X in ONE of the license types listed on this page:

I am applying as the representative (principal) real estate broker for a Trade Name, Partnership, Limited Liability Company/Limited Partnership or Corporation:

As the principal/owner/partner, I affirm the below business is filed with the **Office of the County Clerk**

☐ **Trade Name**
(Conducts business as a sole proprietorship, doing business as a name other than his or her own name).

☐ **Partnership**
(Conducts business under the partnership name only).

As the principal/member/officer, I affirm the below business is filed with the **Division of Corporations**

☐ **Limited Liability Company or Limited Partnership**
(Conducts business as a real estate brokerage under the Limited Liability Company, Limited Partnership or Assumed Name).

☐ **Corporation**
(Conducts business as a real estate brokerage under the corporate name or assumed name).

OR

I am applying as an:

☐ **Individual Broker** (Conducts business as a real estate brokerage using his or her personal name only).

OR

I am applying as an:

☐ **Associate Broker** (Conducts business **under the name and supervision** of an individual broker or a representative (principal) broker who is licensed under a Partnership, Trade Name, Limited Liability Company or Corporation.).

FOR ASSOCIATE BROKER APPLICANTS ONLY: The **sponsoring broker** must print and sign their name as indicated below. In addition, they must provide their **License/Unique ID number** as well as the **Office License/ Unique ID number** in which the applicant will practice and date signed.

Association Statement – I am sponsoring this applicant.

Sponsoring Broker License/Unique ID Number * _____

Sponsoring Broker * _____
(Print Name)

Sponsoring Broker * _____ Date _____
(Signature)

Practice Location Office License/Unique ID Number * _____

**Required Information*

1. Have you ever been convicted of a crime that is a misdemeanor or felony? *** YES** ☐ **NO** ☐

   ➡ **IF "YES,"** you must submit a written explanation and provide a copy of the court records detailing the allegations of the offense and how the case was resolved. If you have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application.

2. Are there any criminal charges (misdemeanor or felonies) pending against you in any court? *** YES** ☐ **NO** ☐

   ➡ **IF "YES,"** you must submit a written explanation and provide a copy of the court records detailing the allegations of the offense.

3. Has any license or permit issued to you or a company in which you are or were a principal ever been revoked, suspended or denied? *** YES** ☐ **NO** ☐

   ➡ **IF "YES,"** you must provide all relevant documents, including the agency determination if any.

Child Support Statement

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support.

OR

If I am under an obligation to pay child support, I/my

(1) am not four or more months in arrears in the payment of child support, or

(2) am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties; or

(3) child support obligation is the subject of a pending court proceeding, or

(4) am receiving public assistance or supplemental security income.

Applicant Affirmation— I affirm, under the penalties of perjury, that the statements made in this application and in supplements A, B and C if applicable are true and correct.

If you are currently a NYS Licensed Real Estate Associate Broker and are submitting this application for an ***additional*** Real Estate Associate Broker license, by signing this application you are affirming all sponsoring brokers have provided their consent.

In addition, I hereby authorize the NYS Department of State and NYS Department of Motor Vehicles to produce an ID card bearing my DMV photo. I understand that DOS and DMV will use my DMV photo to produce all subsequent ID Cards for as long as I maintain my license with the Department of State and that I may withdraw my consent to use my DMV photo by submitting a request in writing to the Department of State.

I (we) do hereby irrevocably submit to the jurisdiction of the courts of the State of New York and, further, hereby irrevocably designate the Secretary of State of New York as its agent upon whom may be served any summons, subpoena and other process naming the entity in any action or special proceeding commenced in the State of New York.

By this consent and designation, I (we) agree that service of process upon the Secretary of State shall be, in all respects, as valid and binding as if personal service had been made upon the entity within the State of New York.

I affirm that I have a fair knowledge of the English language.

I further affirm that I have read and understand the provisions of Article 12-A of the Real Property Law and the rules and regulations promulgated there under.

_____

*Applicant Print Name **

_____ _____

*Applicant Signature** *Date*

Real Estate Broker Application

Education

Applicants must have completed 120 hours of NYS Department of State/Division of Licensing Services approved qualifying education in the form of:

75 hour salesperson course and 45 hour broker course **OR**

45 hour salesperson course (completed prior to 07/01/08), 30 hour remedial course and 45 hour broker course.

Broker Course Certification

Certification of Satisfactory Completion – 45 hr. Broker Course

This section must be completed by the school coordinator OR you may submit a copy of your course certificate.

Name of School

This certifies has satisfactorily completed a Real Estate 45 hour broker qualifying course (Code) #B - This course was completed on mm/dd/yyyy

School Coordinator's Signature_____Date

Sales Course Certification - Complete only if not currently licensed as a salesperson

Certification of Satisfactory Completion - 75hr. Salesperson Course or 45 hr. Salesperson Course

This section must be completed by the school coordinator OR you may submit a copy of your course certificate(s).

Name of School

This certifies has satisfactorily completed the Real Estate 75 hour salesperson course (Code) #F - or 45 hour salesperson course #S -

This course was completed on Mm/dd/yyyy

School Coordinator's Signature_____Date

Sales Remedial Course Certification

Certification of Satisfactory Completion – 30 hr. Salesperson Remedial Course

This section must be completed by the school coordinator OR you may submit a copy of your course certificate.

Name of School

This certifies has satisfactorily completed a 30 hr. salesperson remedial qualifying course (Code) #R -

This course was completed on Mm/dd/yyyy

School Coordinator's Signature_____Date

(This section should only be completed if the 45 hr Salesperson Course was taken prior to 7/1/2008).

If you received a Course Waiver from Educational Standards at the Department of State, please submit a copy with this application.

Real Estate Broker Application

A1

Supplement A - Licensed Salespersons Activity Worksheet

Salesperson License/Unique ID Number

Instructions for Completing Supplement A: You must accumulate a minimum of **3500** points* to qualify for a broker's license based on experience as a real estate salesperson. Applicants must also be licensed as a real estate salesperson for a minimum period of **2 years***.

1. In the Number of Transactions Performed column, enter the amount of your activity for each category.
2. Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that category.
3. Add the points earned for each category to arrive at your total points.
4. Enter the total figure on the Total Qualifying Points Line. This is your final qualifying points earned.

*Except those using combined experience.

You must also complete the Salesperson Employment History on the following page.

Category	*Point Value*	*X*	*Number of Transactions Performed*	=	*Total Points Earned*
Residential Sales:					
1. Single Family, condo, co-op unit, multi family (2 to 8 unit), farm (with residence, under 100 acres) (The 250 points may be claimed by both the listing agent and the selling agent, provided such agent was the procuring cause of bringing about the meeting of the minds.)	*250*	*X*	_____	=	_____
2. Exclusive listings	*10*	*X*	_____	=	_____
3. Open listings	*1*	*X*	_____	=	_____
4. Binders effected	*25*	*X*	_____	=	_____
5. Co-op unit transaction approved by seller and buyer that fails to win Board of Director's approval	*100*	*X*	_____	=	_____
Residential Rentals:					
6. Rentals or subleases effected	*25*	*X*	_____	=	_____
7. Exclusive Listings	*5*	*X*	_____	=	_____
8. Open Listings	*1*	*X*	_____	=	_____
9. Property Management - Lease renewal	*2*	*X*	_____	=	_____
- Rent collections per tenant/per year	*1*	*X*	_____	=	_____
Commercial Sales:					
10. Taxpayer/Storefront	*400*	*X*	_____	=	_____
11. Office Building	*400*	*X*	_____	=	_____
12. Apartment Building (9 units or more)	*400*	*X*	_____	=	_____
13. Shopping Center	*400*	*X*	_____	=	_____
14. Factory/Industrial warehouse	*400*	*X*	_____	=	_____
15. Hotel/Motel	*400*	*X*	_____	=	_____
16. Transient garage/parking lot	*400*	*X*	_____	=	_____
17. Multi-unit commercial condominium	*400*	*X*	_____	=	_____
18. Urban commercial development site	*400*	*X*	_____	=	_____
19. Alternative sale type transaction	*400*	*X*	_____	=	_____
20. Single-tenant commercial condo	*250*	*X*	_____	=	_____
21. Listings	*10*	*X*	_____	=	_____
Commercial Leasing/ Financing (includes residential properties of more than four units):					
22. New Lease - aggregate rental $1 to $200,000	*150*	*X*	_____	=	_____
23. New Lease - aggregate rental $200,000 to $1 million	*250*	*X*	_____	=	_____
24. New Lease - aggregate rental over $1 million	*400*	*X*	_____	=	_____
25. Renewal - aggregate rental $1 to $200,000	*75*	*X*	_____	=	_____
26. Renewal - aggregate rental $200,000 to $1 million	*125*	*X*	_____	=	_____
27. Renewal - aggregate rental over $1 million	*200*	*X*	_____	=	_____
28. Listings	*10*	*X*	_____	=	_____
29. $1 to $500,000	*200*	*X*	_____	=	_____
30. $500,000 to $5,000,000	*300*	*X*	_____	=	_____
31. Over $5,000,000	*400*	*X*	_____	=	_____
Miscellaneous:					
32. Sale vacant lots, land (under 100 acres)	*50*	*X*	_____	=	_____
33. Sale vacant land (more than 100 acres)	*150*	*X*	_____	=	_____

Total Qualifying Points Claimed ➡ _____

A2 Supplement A - Licensed Salespersons Employment Worksheet

You must indicate all employment which is commensurate with the experience claimed on the **Licensed Salesperson Activity Worksheet.** Each principal broker that you are claiming experience under must sign the certification and indicate points accumulated while working under his/her sponsorship.

Salesperson Employment History

Salesperson Employment - I was actively engaged as a licensed real estate salesperson as indicated below:

Broker's Name and Company Name and Address	Number of Hours/Week	From: Month/Day/Year	To: Month/Day/Year

All claimed transactions are subject to verification. In order to claim experience points, both the broker and salesperson applicant must be able to provide documentation which clearly demonstrates the active participation of the applicant in each transaction.

I, the undersigned, certify the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. I further certify that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Broker Signature _____ *Date*_____

*Broker Print Name*_____ *UID#*_____

Additional Affirmations (if applicable)

I, the undersigned, certify the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. I further certify that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Broker Signature _____ *Date*_____

*Broker Print Name*_____ *UID#*_____

Additional Affirmations (if applicable)

I, the undersigned, certify the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. I further certify that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Broker Signature _____ *Date*_____

*Broker Print Name*_____ *UID#*_____

B1 Supplement B - Equivalent Experience in General Real Estate Business Worksheet

Instructions for Completing Supplement B: You must accumulate a minimum of **5250** points* to qualify for a broker's license based on equivalent experience in general real estate business. Applicants must also possess at least **3 years of experience** in the real estate business equivalent to that of an active real estate salesperson*.

1. In the Number of Transactions Performed column, enter the amount of your activity for each category.
2. Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that category.
3. Add the points earned for each category to arrive at your total points.
4. Enter the total figure on the Total Qualifying Points line. This is your final qualifying points earned.

*Except those using combined experience.

You must also complete the Employment History on the following page.

Category	*Point Value*	*X*	*Number of Transactions Performed*	=	*Total Points Earned*
Residential Sales/Purchase:					
1. Single Family, condo, co-op unit, multi family (2 to 8 unit), farm (with residence, under 100 acres) . . .	*250*	*X*	_____	=	_____
2. Co-op unit transaction approved by seller and buyer that fails to win Board of Director's approval	*100*	*X*	_____	=	_____
Residential Rentals:					
3. Rentals or subleases effected	*25*	*X*	_____	=	_____
4. Property Management - Lease renewal	*2*	*X*	_____	=	_____
- Rent collections per tenant/per year	*1*	*X*	_____	=	_____
Commercial Sales:					
5. Taxpayer/Storefront	*400*	*X*	_____	=	_____
6. Office Building	*400*	*X*	_____	=	_____
7. Apartment Building (9 units or more)	*400*	*X*	_____	=	_____
8. Shopping Center	*400*	*X*	_____	=	_____
9. Factory/Industrial warehouse	*400*	*X*	_____	=	_____
10. Hotel/Motel	*400*	*X*	_____	=	_____
11. Transient garage/parking lot	*400*	*X*	_____	=	_____
12. Multi-unit commercial condominium	*400*	*X*	_____	=	_____
13. Urban commercial development site	*400*	*X*	_____	=	_____
14. Alternative sale type transaction	*400*	*X*	_____	=	_____
15. Single-tenant commercial condo	*250*	*X*	_____	=	_____
Commercial Leasing/ Financing (includes residential properties of more than four units)					
16. New Lease - aggregate rental $1 to $200,000	*150*	*X*	_____	=	_____
17. New Lease - aggregate rental $200,000 to $1 million	*250*	*X*	_____	=	_____
18. New Lease - aggregate rental over $1 million	*400*	*X*	_____	=	_____
19. Renewal - aggregate rental $1 to $200,000	*75*	*X*	_____	=	_____
20. Renewal - aggregate rental $200,000 to $1 million	*125*	*X*	_____	=	_____
21. Renewal - aggregate rental over $1 million	*200*	*X*	_____	=	_____
22. Financing - $1 to $500,000	*200*	*X*	_____	=	_____
23. Financing - $500,000 to $5,000,000	*300*	*X*	_____	=	_____
24. Financing - Over $5,000,000	*400*	*X*	_____	=	_____
Miscellaneous:					
25. Sale vacant lots, land (under 100 acres)	*50*	*X*	_____	=	_____
26. Sale vacant land (more than 100 acres)	*150*	*X*	_____	=	_____
27. Residential Financing - $1 to $500,000	*50*	*X*	_____	=	_____

Total Qualifying Points Claimed ➡ _____

B2 Supplement B - Equivalent Experience in General Real Estate Business Employment History

You must indicate all employment which is commensurate with the experience claimed on the **Equivalent Experience in General Real Estate Business Worksheet.** Begin with your most recent employment. Complete the appropriate box if you are claiming qualifying experience while self-employed.

NAME OF COMPANY:	DATES OF EMPLOYMENT:	HOURS PER WEEK:
COMPANY ADDRESS:	COMPANY TELEPHONE NUMBER:	WERE YOU SELF EMPLOYED IN THIS COMPANY? YES ☐ NO ☐

NAME OF COMPANY:	DATES OF EMPLOYMENT:	HOURS PER WEEK:
COMPANY ADDRESS:	COMPANY TELEPHONE NUMBER:	WERE YOU SELF EMPLOYED IN THIS COMPANY? YES ☐ NO ☐

NAME OF COMPANY:	DATES OF EMPLOYMENT:	HOURS PER WEEK:
COMPANY ADDRESS:	COMPANY TELEPHONE NUMBER:	WERE YOU SELF EMPLOYED IN THIS COMPANY? YES ☐ NO ☐

NAME OF COMPANY:	DATES OF EMPLOYMENT:	HOURS PER WEEK:
COMPANY ADDRESS:	COMPANY TELEPHONE NUMBER:	WERE YOU SELF EMPLOYED IN THIS COMPANY? YES ☐ NO ☐

C

Supplement C - Combined Experience Worksheet

Combined Experience as a Licensed Real Estate Salesperson and Equivalent Experience in General Real Estate Business.

Instructions for completing Supplement C: You must accumulate a minimum of **5250** points to qualify for a broker's license based on combined experience in general real estate business and licensed real estate salesperson experience. Applicants must also possess at least **3 years** of experience in the real estate business equivalent to that of an active real estate salesperson.

1. You must complete pages A1 and A2 of Supplement A for all licensed salesperson activity of less than **2 years**. Please disregard the minimum point requirement indicated in Supplement A.

2. You must complete pages B1 and B2 of Supplement B for all equivalent experience in general real estate business. Please disregard the minimum point requirement indicated in Supplement B.

3. After completing Supplements A and B, utilize the following table for computing your total combined experience.

Enter in the box at right your qualifying points claimed on Supplement A. ***Multiply by two***. Enter this number in the box at the far right.		**X 2**	
Enter in the box at right your qualifying points claimed on Supplement B.			
Add your qualifying points claimed. This is your total qualifying points earned.			

You must earn at least **5250** total points (from Supplement A and Supplement B) to qualify under combined experience. Please be sure Supplement A and Supplement B are completely filled out.

IMPORTANT

(Please utilize the checklist on the next page to ensure you have included/completed all requirements.)

Real Estate Broker Application - Education

A COMPLETED APPLICATION MUST INCLUDE:

(Use this checklist to ensure you have included/completed all requirements.)

You must complete all required *responses.
If you do not complete all required responses, your application will be returned.

Page 1

You must check one of the five options for **"I am applying based on the following qualification."**

Applicant Information:

- ○ Complete "Applicant Information" required (*) responses.

Non New York State Residents:

- ○ If you have a residence address outside NYS and do not possess a NYS DMV ID number: You must enter nine (9) zeroes for your DMV ID number in the space provided as well as including a clear copy of a government issued photo ID (ex. Out of state driver license or non-driver ID, US Passport, US Passport Card, etc).

Business Information:

- ○ Complete "Business Information" required (*) responses.
- ○ **Business Name**: Clearly print or type the business name under which you will conduct real estate business (as it appears on the filing receipt or business certificate). **Individual Broker applicants** should complete this section with last, first and M.I. (if applicable).
- ○ **Business Address**: All applicants MUST provide a business address.

Page 2

Broker License Type:

- ○ Indicate broker license type by selecting with an "X". (This section must correspond with the business name on Page 1). **Associate Broker applicants should not complete this section**.

For Associate Broker Applicants only:

- ○ Your sponsoring broker must complete this section.

Page 3

If you answered YES to questions 1, 2 or 3:

- ○ Question #1 – court documentation which **MUST** be submitted: A copy of the certificate of disposition from the court **AND** a copy of the accusatory instrument* from the court.
- ○ Question #2 – court documentation which **MUST** be submitted: A copy of the accusatory instrument* from the court **AND** adjournment notice(s) indicating future court date(s) from the court.
- ○ Question #3 – you must provide all relevant documents, including the agency determination, (if any).

**An accusatory instrument is a document that is used by prosecutors and the criminal courts to charge and prosecute someone accused of a crime(s) and details the facts and circumstances surrounding the crime(s).This could be an Indictment, Superior Court Information, Criminal Complaint, etc.*

Child Support Statement: *(Please read Applicant Affirmation on Page 3)*

Applicant Affirmation: Please print and sign your name and date the application.

STOP ***here if you are applying for an additional broker license, reciprocal broker license or if you are an attorney admitted to the NYS Bar Association.***

Page 4 **Education:** These sections must be completed by the School Coordinator OR you may submit copies of your course certificates.

Pages 5 and 6

- ○ **Licensed Salesperson Activity Worksheet:** must be completed and calculated for total qualifying points claimed.
- ○ **Licensed Salesperson Employment History:** complete the salesperson employment history. The principal broker(s) that sponsored you during the time period that you accrued the points claimed from page A1 must write the points and sign and date the affirmation.

Pages 7 and 8

- ○ **Equivalent Experience in General Real Estate Business Worksheet:** must be completed and calculated for total qualifying points claimed.
- ○ **Employment History:** complete the employment history.

Page 9 **Combined Experience –** complete this section ONLY if claiming combined experience.

Application fee: $150.00 payable to the NYS Department of State. *(see instructions for acceptable payment methods).*

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Real Estate Broker Application – Instructions

Read the instructions carefully before completing the application. Incomplete applications will be returned, delaying licensure. Any omission, inaccuracy or failure to make full disclosure in an application or supporting documentation may be deemed sufficient reason to deny a license, or, if a license is issued could result in the suspension or revocation of a license.

Is there an age requirement to become a licensed Real Estate Broker?
Yes. Real Estate Broker applicants must be 20 years of age or older.

Are there any other requirements?
Business Names: Prior to filing this application, all proposed business names must be submitted, in writing, to the Division of Licensing Services for approval. Upon approval of the name you wish to use, you must then file the appropriate document with either the respective County Clerk's office or the NYS Department of State, Division of Corporations.
Business Address: All applicants must list the address at which they will be conducting business as a real estate broker. Sole use of a post office box number as a business address is prohibited. **(For additional office locations, please refer to Branch Office instructions on our website.)**

What are the application fees, terms of licensure?
The nonrefundable application fee for a real estate broker license is $150; the license will be effective for two years.

What forms of payment do you accept?
You may pay by check or money order made payable to the Department of State or by MasterCard or Visa, using a credit card authorization form. Do not send cash. Application fees are nonrefundable. A $20 fee will be charged for any check returned by your bank.

Where do I get the office license number requested on the application?
With the implementation of our new real estate system, a number has been assigned to the principal office location. The branch office location is an actual license and has always been assigned a license number. To obtain either the principal office license number or the branch office license number, it can be located on the Department's website by using the public search function on the new online system located at www.dos.ny.gov. It is important for the processing of your application that you fill in the office license number.

Why do I need to provide my email address on the application?
In order to perform online transactions, you MUST provide your current email address on page 1 of the application. Your email address will be used by our office to establish your online account. If you have already established an online account by signing up to take the state examination, it is important that you utilize the same email address. If you change your email address in the future, you should log in to your online account and update it with the new email address. If you are submitting an application to our office, you should indicate if your email address has changed since taking the examination.

What types of Real Estate Broker licenses can I apply for?
Individual Broker: An individual broker is issued a license to do business using his/her personal name **only.**
Associate Broker: An associate broker is a licensed broker who shall by choice elect to work under the name and supervision of another broker who is licensed to do business as an individual, partnership, corporation, limited liability company, limited liability partnership or trade name. Associate Broker applicants must have the sponsoring broker sign the association statement which is located beneath the **"For Associate Broker Applicant's Only"** portion of this application.
Trade Name Broker: A trade name broker conducts business as a sole proprietorship, doing business as a name other than his/her personal name**. A business certificate must be filed with the Office of the County Clerk where the business is located. By signing the attached application, you are certifying compliance with this requirement.**
Partnership Broker: A partner or partners in a partnership may apply for a real estate broker license to conduct business under the partnership name. Any partner who wishes to engage in the business of a real estate brokerage must be licensed as a real estate broker. Each partner who wishes to be licensed as a real estate broker must file an application and fee**. A partnership certificate must be filed in the Office of the County Clerk in the county where the business is located. By signing the attached application, you are certifying compliance with this requirement.**
Corporate Broker: An officer of a corporation may apply for a real estate broker license to conduct business as a real estate brokerage under the corporate or assumed name. Applicants must be an officer prior to licensing. **A Certificate of Incorporation, Assumed Name or Application for Authority must be filed with the NYS Department of State, Division of Corporations. By signing the attached application, you are certifying compliance with this requirement.**
Limited Liability Company or Limited Liability Partnership: A member or manager of the limited liability company or limited liability partnership, who meets the qualifications for licensure, may apply for a real estate license to conduct business as a real estate brokerage under the limited liability company, assumed name or limited liability partnership name. Applicants must be a member or manager prior to licensing.

The Articles of Organization, Application for Authority, Certificate of Assumed Name or Certificate of Registration must be filed with the NYS Department of State, Division of Corporations. By signing the attached application, you are certifying compliance with this requirement.
Limited Partnership Broker: A partner or partners in a limited partnership may apply for a real estate broker license to conduct business under a limited partnership or assumed name. Any partner who wishes to engage in the business of real estate brokerage must be licensed as a real estate broker. Each partner who wishes to be licensed as a real estate broker must file an application and fee. A
Certificate of Limited Partnership or Assumed Name must be filed with the NYS Department of State, Division of Corporations. By signing the attached application, you are certifying compliance with this requirement.

Real Estate Broker Application – Instructions

How do I qualify for licensure?

First Time Applicants: You may apply for a real estate broker license based on ***Experience, Education and Examination, Reciprocity*****,** or if you are an *Attorney* who is currently admitted to the New York State bar.

Experience, Education and Examination: You must have passed the NYS Real Estate Broker exam and have at least two years of experience as a licensed real estate salesperson or at least three years
of experience in the general real estate field (i.e., buying and selling your own property, managing property owned by your employer, etc.) You may apply with a combination of these types of experience (see Attachment B). You must submit:

1. a completed application with application fee;
2. proof, in the form of signed school certificates bearing the raised school seal, of *120* hours of approved qualifying course work (the certificates issued by the school must state "approved by the Secretary of State in accordance with the provisions of Chapter 868 of the Laws of 1977")

OR

you may submit the "Broker Course Certification" on Page 3 completed by the school coordinator.

3. experience supplement A, B or C.

Experience: You must meet one of the following experience requirements to be eligible for licensure as a real estate broker. To assure consistency and fairness in evaluating your qualifying experience, the Department of State will utilize a point system which takes into consideration the amount and type of qualifying activities performed and assigns a weighted value to each function. Determine
which type of experience you will be claiming from the chart below and fill out the corresponding experience supplement (A, B or C).

If You Are Using Supplement A1/A2

(Licensed Real Estate Salesperson):

You must accumulate a minimum of **3500** points* to qualify for a broker's license based on experience as a real estate salesperson. Applicants must also be licensed as a real estate salesperson for a minimum period of **2 years*.**

If You Are Using Supplement B1/B2

(Equivalent Experience)

You must accumulate a minimum of **5250** points* to qualify for a broker's license based on equivalent experience in general real
estate business. Applicants must also possess at least **3 years** of **experience** in the real estate business equivalent to that of an active real estate salesperson*.

If You Are Using Supplement C

(Combined Experience)

You must accumulate a minimum of **5250** points to qualify for a broker's license based on combined experience in general real estate business and licensed real estate salesperson experience. Applicants must also possess at least **3 years** of experience in the real estate business equivalent to that of an active real estate salesperson.

Examination: You must have passed the NYS Real Estate Broker examination. You do not need to submit examination documentation. Your examination results are available online and will be verified when you submit your application. You must submit your application within two years of examination; failure to do so invalidates the results of the examination.

Reciprocity: New York State has a reciprocal agreement with several states. If you are currently licensed as a real estate broker in a state with which New York has an agreement, you may apply for a New York State real estate broker license based on reciprocity. You must submit:

1. a completed application with application fee;
2. a current certification (dated within six months, from the state agency where you are currently licensed indicating current status as a real estate broker in good standing (a copy of a current license is not acceptable);

Attorneys who are admitted to the New York State bar are exempt from the educational, experience and examination requirements. Submit a completed application and fee, indicating on the application that you are admitted to the New York State bar.

PRIVACY NOTIFICATION

Do I need to provide my Social Security and Federal ID numbers on the application?

Yes. The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.