



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/Associate Broker Application

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.

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**. An individual broker may add the words "Licensed Real Estate Broker" after the personal name for use on signage, business cards, etc. Use of any term(s) other than "Licensed Real Estate Broker" is prohibited for this type of license. An individual broker license does *not* allow you to present yourself as being associated with any firm or company in a real estate transaction.

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. An associate broker shall retain his or her license as a real estate broker provided, however, that the practice of real estate sales and brokerage by such individual shall be governed exclusively by the provisions of Article 12-A as they pertain to real estate salespersons. Individuals applying for an associate broker's license 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.**

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.**

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.**

General Business Information

Change of Business Address: Whenever there is a change of business address, the appropriate online transaction must be completed within five days (see below Online Services - changing business address). There is a \$10 fee for each change of address for each current licensee located at the location. Upon completion of the transaction, all licensees located at this new address will receive a new license in the mail containing the new address.

Change of Broker:

Termination of Association: The former broker must return the license to the salesperson or associate broker and at the same time **must** complete the appropriate online transaction to terminate the salesperson or associate broker. A fee is not required to complete this transaction.

Change of Association: The salesperson or associate broker then gives the license to the new broker. The new broker must complete the appropriate online transaction to associate the salesperson or associate broker to their company. There is a \$20 fee to complete this transaction. Upon completion of the transaction, a new license for this salesperson or associate broker will be

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forwarded to the place of business. The new broker retains the license and the salesperson or associate broker retains the pocket card.

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 original 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");
3. experience supplement A, B or C.

No credit will be given for illegally gained experience.

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).

<u>If You Are Using:</u>	<u>You must accumulate a minimum of:</u>	<u>Use Experience Supplement:</u>
<u>Standard 1:</u>		
Licensed Real Estate Salesperson	3500 Points	A
At least two years of full time, active participation as a licensed real estate salesperson under the supervision of a licensed real estate broker. Full time is defined as 35 hours per week for 100 weeks.		
<u>Standard 2:</u>		
Equivalent Experience	5250 Points	B
At least three years of full time active participation in the general real estate business (activity that does not require licensure as a real estate salesperson). Three years full time is defined as 35 hours per week for 150 weeks.		

<u>If You Are Using:</u>	<u>You must accumulate a minimum of:</u>	<u>Use Experience Supplement:</u>
<u>Standard 3:</u>		
Combined Experience	5250 Points	C
At least three years of full time activity that is a combination of standards one and two. Three years full time activity is defined as 35 hours per week for 150 weeks.		

Education: If you are applying for a real estate broker license based on education and experience, you must submit the original school certificates bearing the raised seal for both the qualifying salesperson and broker courses.

If you have taken out-of-state, prelicensing coursework which may be **equivalent** or completed a degree program with a major in real estate, you may apply for a waiver of the qualifying course requirement. To apply for a waiver, submit an original school transcript showing completion of the course(s) you feel may be applicable. Also, submit a course description that details the contents of the course(s) you completed. Both the description and the transcript should be available from the school where you took the course(s). Send these, along with a letter requesting a waiver of the qualifying education requirement to:

Department of State
Division of Licensing Services
Bureau of Educational Standards
P.O. Box 22001
Albany, NY 12201-2001

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. an original certificate 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**);
3. a **completed** certificate of irrevocable consent.

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.

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.

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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. If the business address listed on your application is outside the State of New York you must submit an "Irrevocable Consent" form with this application. **(For additional office locations, please refer to Branch Office instructions on our website.)**

Can I hold more than one broker license?

Additional Licenses: You may hold more than one real estate broker license at the same time. You must submit an application and \$150 fee for each license you wish to be issued. If you wish to maintain only one license but want to change the type of license you have, return your existing license and pocket card with application and fee for a new license.

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 and indicate whether the location is the principal office or a branch office. Please note that a license number is the same as a unique ID number.

Do I need to complete the Child Support Statement section of the application?

Yes. A Child Support Statement is mandatory in New York State (General Obligations Law). The law requires you to complete this section — regardless of whether or not you have children or any support obligation.

Any person who is four months or more in arrears in child support may be subject to having his or her business,

professional and driver's licenses suspended. The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under § 175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Information on Online Services

Why do I need to provide my email address on the application?

In order to perform online transactions, you should provide your current email address on the top portion of 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 is my User ID for the real estate online system and how do I update my online account information?

The email address of a licensee is the User ID for each online account in the real estate online system. Each User ID must be unique, therefore, you will not be able to share an email address with anyone else in the system. If you have not already established an account, your password will be emailed to you upon approval of your application by our office. You will utilize your User ID (email address), along with this temporary assigned password, to access your online account and change your password.

How do I change the business address of either my Principal Office or Branch Office?

All business address changes for principal and branch offices must be performed online at the Department's new online real estate system located at www.dos.ny.gov. The principal broker for the company will be required to log in to their personal online real estate account and perform the transaction.

At the time of this address change, you will be required to change all licensed brokers, associate brokers and salespersons currently associated with the company at this location in order to make the change. There is a \$10 fee for each change of address for each license located at the address being updated. Upon completion of the transaction, each account will be automatically updated and each licensee will receive a new license in the mail containing the new address.

Do I need to terminate a salesperson or associate broker who is no longer working for me or my company?

Yes, in accordance with statute, brokers are required to terminate all salespersons or associate brokers who are no longer working for them. All terminations must be completed through the online real estate system. The principal broker for the salesperson or associate

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broker must log in to their personal online real estate account to perform the transaction. The system will walk you through the steps involved. Please note you will need the license number of the individual you are terminating.

How do I perform a change of association for a new salesperson or associate broker I want to work at my company?

All change of associations must be completed through the online real estate system. If the licensee has been previously working for another company, the first step is to ensure that the previous broker has already performed a termination on the individual. The representative broker should log in to their own personal online real estate account to perform the transaction. The system will walk you through the steps involved. Please note you will need the license number of the licensee who will be working for your company. There is a \$20 fee for each change of association.

How do I authorize a new salesperson who has submitted an application online to work for my company?

The broker (who is indicated on the salesperson's online application) must log in to their own personal real estate online account and select the category "authorize initial applications." The broker will then be able to authorize the approval of the salesperson's online application. Upon approval, the salesperson license will be sent to the office address indicated on the application.

What type of transactions and information are available online to Brokers?

Broker:

- Change of Principal Office or Branch Office Address
- Change residence address
- Request duplicate license print
- Approve salesperson employment for their company
- Change of Association
- Termination of Association
- Renew Real Estate Broker license
- Examination results
- Application status
- License status

For further information pertaining to Licensing web based application procedures, please refer to our Frequently Asked Questions on our website at www.dos.ny.gov.

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.

(for office use only)
UNIQUE ID NUMBER

EFF. DATE

FEE
\$150

NYS Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

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Read the instructions for details before completing this application form. You must answer each question and TYPE or PRINT responses in ink.

Application as (Check One): Individual Trade Name Corporation Associate Broker
 Limited Partnership Partnership Limited Liability Company Limited Liability Partnership

APPLICANT'S LAST NAME FIRST NAME M.I. SUFFIX

HOME ADDRESS - NUMBER AND STREET (PHYSICAL ADDRESS REQUIRED, PO BOX MAY BE ADDED TO ENSURE DELIVERY) APT/UNIT

CITY STATE ZIP+4 COUNTY

BUSINESS NAME SOCIAL SECURITY NUMBER (SEE PRIVACY NOTIFICATION)

BUSINESS ADDRESS - NUMBER AND STREET (PHYSICAL ADDRESS REQUIRED, PO BOX MAY BE ADDED TO ENSURE DELIVERY)

CITY STATE ZIP+4 COUNTY

DAYTIME TELEPHONE NUMBER OFFICE LICENSE/UNIQUE ID NUMBER (SEE INSTRUCTIONS) FEDERAL TAXPAYER ID (SEE PRIVACY NOTIFICATION)
()

E-MAIL ADDRESS (THIS ADDRESS WILL BE APPLICANT'S USER ID FOR ON-LINE ACCOUNT) HAS THIS E-MAIL ADDRESS CHANGED SINCE TAKING EXAMINATION?
 YES NO

FOR ASSOCIATE BROKERS ONLY: PRINCIPAL OFFICE
 BRANCH OFFICE

1 Background Data

- | | YES | NO |
|--|-------|-------|
| 1. What is your date of birth? _____ | | |
| 2. Are you a citizen of the United States or an alien lawfully admitted for permanent residence in the United States? | _____ | _____ |
| 3. Are you currently a member of the New York State Bar? | _____ | _____ |
| 4. Have you ever held or do you currently hold a real estate license issued by the State of New York?
→ IF "YES," in what year? _____ Under what name? _____
License/Unique ID number _____ | _____ | _____ |
| 5. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony?
→ IF "YES," you must submit with this application a written explanation giving the place, court jurisdiction, nature of the offense sentence and/or other disposition. You must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) and a Certificate of Disposition. If you possess or have receive a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application. | _____ | _____ |

(For Office Use Only – Revenue Unit)

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YES NO

6. Are there any criminal charges (misdemeanor or felonies) pending against you in any court in this state or elsewhere? _____
- **IF “YES,”** you must submit a copy of the accusatory instrument (*e.g.*, indictment, criminal information or complaint.)
7. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied? _____
- **IF “YES,”** you must provide all relevant documents, including the agency determination, (if any).

For questions 8-12 please answer only the statement which applies to your particular licensing status.

8. I own this business and the Trade Name Certificate has been filed in the Office of the County Clerk where the business is located. **(By signing this application, you are certifying compliance with this requirement.)** _____
9. I am a member of this partnership and the Certificate of Partnership has been filed in the Office of the County Clerk where the business is located. **(By signing this application, you are certifying compliance with this requirement.)** _____
10. I am a partner of this limited partnership and the Certificate of Limited Partnership has been filed with the NYS Department of State, Division of Corporations. **(By signing this application, you are certifying compliance with this requirement.)** _____
11. a. I am an officer of this corporation and the New York State Certificate of Incorporation has been filed with the NYS Department of State, Division of corporations. **(By signing this application, you are certifying compliance with this requirement.)** _____
- b. I am an officer of this foreign (out of state) corporation and an Application for Authority to do business has been filed with the NYS Department of State, Division of Corporations. **(By signing this application, you are certifying compliance with this requirement.)** _____
- c. I am currently a licensed Real Estate Salesperson for the above corporation and will be made an officer upon approval of this application. _____
12. I am a (member) (manager) of this Limited Liability Company, and a copy of the filing receipt has been filed with the NYS Department of State, Division of Corporations. **(By signing this application, you are certifying compliance with this requirement.)** _____

2 Child Support Statement — *You must complete this section. If you do not complete it, your application will be returned.*

“X” A or B, below

I, the undersigned, do hereby certify that (You must “X” A or B, below):

- A. **I am not under obligation to pay child support.** (SKIP “B” and go directly to **Applicant Affirmation**).
- B. I am under obligation to pay child support (You must “X” any of the four statements below that are true and apply to you):
- I do *not* owe four or more months of child support payments.
 - I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties.
 - My child support obligation is the subject of a pending court proceeding.
 - I receive public assistance or supplemental social security income.

Applicant Affirmation — I also affirm, under the penalties of perjury, that the statements made in this application are true and correct. 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 thereunder.

Applicant Print Name

X _____
Applicant’s Signature

Date _____

3. DMV Consent Section — IMPORTANT Information Regarding Your Photo ID

The Department of State produces photo ID cards in cooperation with the NYS Department of Motor Vehicles (DMV). If you have a current NYS Driver License or Non-Driver ID card, please provide your 9-digit DMV ID Number in the space provided below. Then read the informed consent and sign this form. If you do not have a current NYS photo Driver License or Non-Driver ID card, please have your photo taken at any nearby DMV office BEFORE you complete this application. For more details, refer to our enclosed notice, "Request for Photo ID."

INFORMED CONSENT

I authorize the NYS Department of State and the NYS Department of Motor Vehicles (DMV) to produce an ID card bearing my DMV photo. I understand that DMV will send this card to the address I maintain with the Department of State. I also understand that the Department of State and DMV will use my DMV photo to produce all my subsequent ID Cards for as long as I maintain my license/registration with the Department of State.

DMV ID # _____/_____/_____ - _____/_____/_____ - _____/_____/_____

X _____
Applicant's Signature *Date Signed*

4 For Associate Broker Applicants Only

Association Statement — I am sponsoring this applicant.

The sponsoring broker must print and sign their name as indicated below. In addition, they must provide their License/Unique ID number and the date signed.

Sponsoring Broker _____ Sponsoring Broker _____
(Print name) *(Signature)*

Sponsoring Broker's License/Unique ID Number _____ Date _____



Real Estate Broker/Associate Broker Application
Licensed Salespersons Activity Only

APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

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 two 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 experience report on the other side of this page to report your qualifying experience. Points earned for that experience must be calculated below.

<i>Category</i>	<i>Point Value X</i>	<i>Number of Transactions Performed</i>	=	<i>Total Points Earned</i>
Residential Sales:				
1. Single Family, condo, co-op unit, multi family (2 to 8 unit), farm (with residence, under 100 acres)	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 Directors 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:				
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	_____	=	_____
Commercial Financing (includes residential properties of more than four units):				
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	_____	=	_____
34. Other, must be fully explained	___ X	_____	=	_____
Total Qualifying Points				➤

Employment History

You must indicate all employment which is commensurate with the experience claimed on the other side of this form. Please make sure that you and the sponsoring broker complete and sign the certification and indicate the total points accumulated. If you were employed with another broker(s) and are claiming experience through that association, you must also have that broker sign the certification and indicate points accumulated while working under his/her sponsorship.

Current Sponsoring Broker/Agency (please print or type)

NAME	LAST	FIRST	M.I.	SUFFIX
WORK ADDRESS	STREET ADDRESS (REQUIRED)			
	CITY	STATE	ZIP+4	COUNTY
LICENSE/UNIQUE ID NUMBER				

Additional Salesperson Experience (if applicable)

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

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

Notice to Applicant: The information given on this application is subject to verification. In order to prevent any unnecessary return of your application, we request your cooperation by providing us with information that will help us contact you by telephone if needed.

Business Phone: () _____ Home Phone: () _____ Alternate: () _____

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.

Failure to provide satisfactory supporting documentation may result in denial of the application and/or disciplinary action initiated against the applicant and broker.

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We 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.

Applicant Signature/Date _____ Broker Signature/Date _____

Additional Affirmations if Necessary:

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We 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.

Applicant Signature/Date _____ Broker Signature/Date _____

APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1

License/Unique ID Number

**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 three years of experience in the real estate business equivalent to that of an active real estate salesperson.

1. You must complete both sides of Supplement A for all licensed salesperson activity of less than two years. Please disregard the minimum point requirement indicated in Supplement A.
2. You must complete both sides 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, use the following table for computing your total combined experience.

Enter in the box at right your qualifying points earned from Licensed Salesperson Activity (from the Total Qualifying Points box on Supplement A). <i>Multiply by two.</i> Enter this number in the box at the far right.		X 2	
Enter in the box at right your qualifying points earned from Equivalent Experience in General Real Estate Business (from the Total Qualifying Points box on Supplement B).			
Add your qualifying points from Licensed Salesperson Activity and Equivalent Experience in General Real Estate Business and enter in the box at right. This is your total qualifying points earned.			

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