



**Bureau of Professional and Occupational Affairs  
State Real Estate Commission  
PO Box 2649, Harrisburg, PA 17105-2649  
717-783-3658; 717-787-0250 (FAX)**

**SALESPERSON INITIAL RECIPROCAL APPLICATION**

*Make sure this is the most recent application by checking our website: [www.dos.state.pa.us/estate](http://www.dos.state.pa.us/estate)*

**INSTRUCTIONS**

1. The application responses must either be typed or printed in blue or black ink.
2. Failing to answer any questions or providing false answers may result in the refusal of a license or subsequent disciplinary action once the license is issued.
3. Applicants must be at least 18 years of age.
4. Accompanying this application must be an **original** Certification of Licensure or Letter of Good Standing from the state where you passed the real estate salesperson licensure examination and that has a reciprocal agreement with this Commission. The Certificate/Letter **MUST** be dated within 90 days from the date this application is received in the Commission office.
5. Question #2--You may use a nickname for your first name and/or middle name. Your last name must always be included in your advertisements.
6. Questions #8-10--Use the name, license number, and main office address exactly as it appears on the broker's license. If the employing broker is a corporation or partnership, use that name, license number, and address.
7. Question #14--Disciplinary action includes any revocation, suspension, voluntary surrender, reprimand, probation, civil penalty or any restriction in practice. If any disciplinary action has been taken against any license in any state, submit all documentation about the disciplinary action.
8. Question #15--Conviction includes a finding or verdict of guilt, an admission of guilt, a plea of nolo contendere or receiving probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitation Disposition in the disposition of felony charges. Only felony and misdemeanor convictions must be reported to the Commission. If a conviction has occurred in any state that has not yet been reported to the Commission, submit all documentation about the conviction.
9. Question #17--The employer certification must be signed (**must be an original signature**) by the broker or broker of record if the employing broker is a corporation or partnership.
10. Attach the following documents to this application:

**A. Check or money order made payable to the Commonwealth of Pennsylvania in the amount of \$107.00.**

(Includes \$72.00 licensure fee, \$25.00 application fee and \$10.00 recovery fund fee)

(Deduct \$10.00 if you have held another Pennsylvania real estate license)

Application fees are NON-REFUNDABLE regardless of whether a license is issued.

A \$20.00 processing fee will be charged for any returned unpaid check.

**B. Criminal Background Check completed by the State Police where the applicant resides and dated within 90 days of the date this application is received in the Commission office.**

- The background check must contain the Applicant's **date of birth and social security number**.
- The background check must either state "**No Record**" or "**Record Exists**." Background checks that reflect "**Pending**" "**Under Review**," or "**Under Request**" cannot be submitted. Questions regarding the status of a background check must be directed to the State Police.
- If "**Record Exists**"—submit **originals** of the following for EACH felony or misdemeanor conviction:
  - i. The conviction summary information provided by the State Police
  - ii. Certified copies of court documents;
  - iii. Letter from Probation Officer, dated within 90 days, indicating current probationary status/completion date;
  - iv. Police reports;
  - v. Employment History (resume);
  - vi. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
  - vii. A signed and dated reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of all conviction(s) and is willing to hire the applicant;
  - viii. Two signed and dated character references from individuals who are not related to or residing with the applicant.

**C. Certification of Licensure/Letter of Good Standing –** Submit an **original** Certificate of Licensure or Letter of Good Standing dated within 90 days of the date this application is received in the Commission office.

**D. Documentation regarding discipline (if applicable).** If your real estate license in another state or other professional license in any state has been the subject of discipline, submit all documentation related to the disciplinary action.

**PROCESSING INFORMATION**

- Licenses are mailed to the employing broker's main office address.
- DELAYS may occur in the processing of this application if submitted between March 1 and June 30 of an even numbered year.

*Please see the Commission's website, [www.dos.state.pa.us/estate](http://www.dos.state.pa.us/estate), for additional information about licensure and application requirements.*

To check the status of your application go to [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us).

**YOU MAY NOT PRACTICE UNTIL THE COMMISSION ISSUES YOUR LICENSE**



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**SALESPERSON INITIAL RECIPROCAL LICENSE APPLICATION**

1. Applicant's legal name: \_\_\_\_\_
2. Applicant's nickname (if applicable): \_\_\_\_\_
3. Applicant's home address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)
4. Applicant's social security number: \_\_\_\_\_
5. Applicant's date of birth: \_\_\_\_\_
6. Applicant's phone number: \_\_\_\_\_
7. Applicant's e-mail address: \_\_\_\_\_
8. Employing broker's name: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)
9. Employing broker's address: \_\_\_\_\_
10. Employing broker's phone number and license number: \_\_\_\_\_

**APPLICANT:**

11. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission?  YES  NO  
Type of license: \_\_\_\_\_ License Number: \_\_\_\_\_
12. Identify the state(s) where you hold a real estate license.  
Type of license: \_\_\_\_\_ Where: \_\_\_\_\_
13. Have you ever been issued any other professional license in any state?  YES  NO  
Type of license: \_\_\_\_\_ License Number: \_\_\_\_\_
14. Have you ever had any real estate license or other professional license disciplined?  YES  NO  
Where? \_\_\_\_\_ When? \_\_\_\_\_  
(If yes, include the information required in 10D on the Instructions)
15. Have you ever been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor, including any drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction?  YES  NO  
(If yes, include the information required in 10B on the Instructions)

**\* Please note that you are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.**

16. Are you the subject of any pending disciplinary investigation?

\_\_\_YES \_\_\_NO

Where? \_\_\_\_\_ When? \_\_\_\_\_

**17. EMPLOYER'S CERTIFICATION:**

I do hereby request that a license be granted to \_\_\_\_\_ to provide real estate services at this office. I certify that the above applicant bears a good reputation for honesty, trustworthiness, integrity and competence and I will actively train and supervise the applicant as required by Real Estate Licensing and Registration Act and the Commission's Regulations.

\_\_\_\_\_  
(Broker's Signature)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Date)

**18. APPLICANT'S CERTIFICATION**

- To the best of my knowledge, all information supplied in this application is true and correct.
- To the best of my knowledge, I have accurately answered whether I am the subject of discipline or under current investigation or proceedings alleging misconduct under a licensing or criminal law in this Commonwealth or another state.
- I have read, understand and agree to comply with the Real Estate Licensing and Registration Act and the Commission's regulations.
- I agree to permit the disclosure of my licensure record including any disciplinary history from every state in which I am or have been licensed or will be licensed in the future.
- I consent to service of process as described in §35.221(3) (relating to general requirements).
- I understand that any false statement made by me is subject to the penalties of 18 Pa.C.S. Section 4904 (relating to unsworn falsification to authorities) and may result in a disciplinary sanction against my license.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**APPLICANT'S CHECKLIST**

- Completed application signed by broker and applicant.**
- Criminal background check dated within 90 days of application submission.**
- Check or money order payable to the "Commonwealth of Pennsylvania".**
- Certification of Licensure/Letter of Good Standing dated within 90 days of application submission.**
- Criminal conviction and/or disciplinary documentation (if applicable)**

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