



Bureau of Professional and Occupational Affairs
State Real Estate Commission
POST OFFICE BOX 2649
HARRISBURG, PA 17105-2649
717-783-3658
717-787-0250 (FAX)

CHANGE OF EMPLOYER APPLICATION—STANDARD OR RECIPROCAL

*Associate Broker *Salesperson *Campground Membership
*Timeshare Salesperson *Builder-Owner Salesperson *Cemetery Associate Broker
*Cemetery Salesperson

To make sure this is the most recent application by checking and for information about application requirements, check our website at www.dos.state.pa.us/estate

To qualify for a reciprocal license, you must have:

1. A current, active equivalent salesperson's, associate broker's, or broker's license in another state having been so obtained by examination in a state that has entered into a reciprocal agreement with this Commission
-- AND --
2. Your principal place of business is in another state.

NOTE: If at any time you do not maintain a current license in your primary state or change your principal place of business to this Commonwealth, you must apply for a standard license by completing SPOA 2101 and passing the state portion of the Real Estate Examination.

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. Change of employment applications must be submitted within 10 days of the change. Upon submission of a completed application, you may begin practicing **UNLESS** the broker has not been issued a Pennsylvania license. A copy of this application must be kept on file with the broker/builder-owner until the new license has been issued.
4. If you are using a nickname that was **not previously reported**, please provide this information under Question #2. You may use a nickname for your first name and/or middle name. Please remember however, that your last name must also be included in your advertisements.
5. If you change your name for any reason, copies of legal documents supporting this change, along with another form of ID listing your new name such as copy of driver's license, social security card, passport, etc. must be attached to this application.
6. Questions #10-13--For the employer, use the name, license number, and main office address of the Pennsylvania broker or builder-owner exactly as it appears on the license/registration.
7. Question #17--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 that **has not yet been reported** to the Commission, submit all documentation about the disciplinary action.
8. Question #18--Conviction includes a finding or verdict of guilt, an admission of guilt, a plea or nolo contendere or receiving probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitation Disposition in the disposition of felony charges. 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 #20--Employer certification must be signed by the Pennsylvania broker/builder-owner.
10. Attach the following documents to this application:

A. Check or money order made payable to the Commonwealth of Pennsylvania for \$20.00.

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. Disciplinary Action documents (if applicable)

C. Name Change Documentation (if applicable)

D. Criminal Conviction Documents (if applicable)

Note that disclosing your social security number on this application is mandatory in order for the State Real Estate Commission to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare information prescribed by DPW about the licensee, including the social security number.

PROCESSING INFORMATION

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

Please see the Commission's website, 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.



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Change of Employer Application—Standard and Reciprocal

* Associate Broker * Salesperson * Campground Membership
* Timeshare Salesperson * Builder-Owner Salesperson * Cemetery Associate Broker
* Cemetery Salesperson

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. Applicant's license number: _____

9. Effective date of employment with new employer: _____
(MM/DD/YYYY)

10. Employing broker's office name: _____

11. Employing broker's office address: _____
(Street) (City) (State) (Zip Code)

12. Employing broker's office phone number: _____

13. Employing broker's office license number: _____
(Refer to instruction #6 on the instruction sheet)

14. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission? ___ YES ___ NO

Type of license: _____ License Number: _____

15. Do you hold a real estate license in another state? ___ YES ___ NO

Type of license: _____ Where: _____

16. Have you ever been issued any other professional license in any state? ___ YES ___ NO

Type of license: _____ License Number: _____

17. Have you ever had any real estate license or other professional license disciplined? ___ YES ___ NO

Where: _____ When: _____
(If yes, include the information required in Instruction #7)

18. 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?
(If yes, include the information required in Instruction #8) ___ YES ___ NO

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

19. Are you the subject of any pending criminal or disciplinary investigation? ___ YES ___ NO

Where? _____ When? _____

20. 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 will actively train and supervise the applicant as required by Real Estate Licensing and Registration Act and the Commission’s Regulations.

(Broker/Builder-Owner’s Signature)

(License Number)

(Date)

21. 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.
- My principal place of business is not within this Commonwealth. **(Reciprocal Licensees)**
- I have a current license having been obtained by an examination from a state that has a reciprocal agreement with this Commonwealth. **(Reciprocal Licensees)**
- 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 applicant and broker/builder-owner
- Disciplinary documentation (if applicable)
- Check or money order made payable to the “Commonwealth of Pennsylvania”
- Name change documentation (if applicable)

To check the status of your application go to www.licensepa.state.pa.us