



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)

CEMETERY BROKER EXAMINATION APPLICATION

Make sure this is the most recent application by checking our website: 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 21.
4. Applicants must complete 4 credits/60 hours (1 credit= 15 hours) of real estate instruction in any of the following:
 - a. Obtaining a bachelors degree majoring in real estate from a college or university,
 - b. Obtaining a juris doctorate degree,
 - c. Completing Real Estate Fundamentals and Real Estate Practice from an approved provider, **OR**
 - d. Completing basic real estate courses in another state from an approved provider in that state.
5. Courses must be completed within 10 years of the passing date of both portions of the examination unless the courses were taken as part of a bachelor's degree or a juris doctor degree.
6. Applicants must also complete and document a minimum of 3 years of real estate/cemetery experience and earn 200 points using the following point system:
 - a. Plot sale.....5 points
 - b. Mausoleum sale.....5 points
 - c. Crypt sale.....5 points
 - d. Sale (Commercial or Residential).....5 points
 - e. Exclusive listing which sold (Commercial or Residential).....5 points
 - f. Unsold exclusive listing (Commercial or Residential).....1 point
 - g. Active/expired Lease (Commercial).....5 points
 - h. Active/expired Lease (Residential).....1 point
 - i. Property Management Assistance (Commercial or Residential).....6 points/per month
(Points are only awarded for full-time employment wherein no other points can be earned)
7. If you held a current salesperson's license from another state within the last 5 years, you must submit an **original** certification of licensure or letter of good standing from that state dated within 90 days of the date this application is submitted.
 - a. The Certificate/letter exempts you from retaking the national portion of the examination in this state.
 - b. Also, if the certificate/letter documents 4 credits/60 hours of instruction, you are also exempt from providing the educational transcripts.
8. At the time you apply for licensure, you will be required to provide documentation about all felony and/or misdemeanor criminal convictions AND disciplinary actions taken against any professional license you hold in any state.

56 SPOA 2105 (10/20/2009)

9. Question #10—Provide specific employment dates for each employer wherein you earned your experience.
10. If your experience has been earned under more than one employer, you must complete a separate chart for each and have the chart signed by the broker/builder.
11. Attach the following documents to this application:
 - A. A check or money order made payable to the Commonwealth of Pennsylvania for \$40.00.**

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. Official transcripts evidencing completion of the required real estate instruction (if applicable).**
 - C. Certification of Licensure (if applicable).**
 - D. Completed Experience Chart.**

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.mylicense.state.pa.us.

DELAYS may occur in the processing of this application if submitted between March 1 and June 30, 2010.



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1. Applicant's legal name: _____
2. Applicant's HOME Address: _____
3. Applicant's social security number: _____
4. Applicant's date of birth: _____
5. Applicant's phone number: _____
6. Applicant's e-mail address: _____
7. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission? ___YES ___NO
Type of license: _____ License Number: _____
8. Have you ever been issued a real estate license in another state? ___YES ___NO
Type of license: _____ Where: _____
9. Name and license number of your employer wherein you earned your three years of real estate/cemetery experience and dates of employment:

(Employer's name and license number)	(Employment dates)
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(Employer's name and license number)	(Employment dates)
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(Employer's name and license number)	(Employment dates)
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11. APPLICANT'S CERTIFICATION

- To the best of my knowledge, all information supplied in this application is true and correct.
- I have read, understand and agree to comply with the Real Estate Licensing and Registration Act and the Commission's regulations.
- 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)

CEMETERY BROKER EXPERIENCE CHART

Complete a separate chart for each employer and have the broker/builder sign the certification below. List each activity separately.

- A. **ACTIVITY TYPE:** Sale, Exclusive listing sold, exclusive listing unsold, lease, property management, etc.
- B. **INVOLVED PARTIES.** List the party's name and status in the transaction (not applicable for property management assistance).
- C. **DATE TRANSACTION COMPLETED.** If you listed and also sold the same property, provide both the listing and the sale date.

APPLICANT'S NAME: _____

ACTIVITY TYPE	Property Type	LOCATION Street, city, state	INVOLVED PARTIES	DATE	POINTS EARNED
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				
	Residential Commercial Cemetery				

BROKER CERTIFICATION

I do hereby certify that the applicant, _____, was employed by me as a salesperson from _____ to _____ and hereby certify that the listed documentation of activity under my employ is true and correct. 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 the suspension or revocation of my license.

 (Broker/Builder's Name) (License number) (Broker's Signature) (Date)