



**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)**

ENTITY INITIAL OR REACTIVATION LICENSE 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. Fictitious names may not be false, misleading or deceptive.
4. Information about corporate filings or fictitious names should be directed to the Pennsylvania Corporation Bureau at (717) 787-1057 or online at <http://www.dos.state.pa.us/corps>.
5. The broker of record and individuals holding a current *broker's* license who are officers, partners or members of the entity must complete an SPOA 2108-C. Individuals holding a current *salesperson's* license who are officers, partners or members of the entity must complete an SPOA 2102.
6. All entities must have an escrow account regardless of whether the account will be used. The broker of record must be an authorized signatory on the account. Applicants must receive a letter from their bank verifying the entity name and identifying authorized signatories on the account.
7. If the entity maintains its office in another state, an **original** Certification of Licensure or Letter of Good Standing from that state's Real Estate Commission must be submitted. The Certification must be dated within 90 days of receipt of this application in the Commission office.
8. Question #15--Applicant must disclose whether the company has engaged in practice while the license was expired. An additional \$5.00 per month must be paid for each month of practice without a current license.
9. Attach the following documents to this application:

A. Check or money order made payable to the Commonwealth of Pennsylvania for:

Initial Licensure

\$179.50 (Includes \$94.50 Licensure fee, \$75.00 application fee and \$10.00 recovery fund fee)

Reactivation of an Expired License

\$201.00 – (Includes \$126.00 renewal fee and \$75.00 application fee)

A \$55.00 re-inspection fee will be charged whenever there is a failed inspection

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. Photocopy of the Pennsylvania Corporation Bureau-approved Articles of Incorporation (for corporations), Certification of Registration (for partnerships), or Certificate of Authority (for out of state entities).**
- C. Completed SPOA 2108-C and/or SPOA 2102 for broker of record and each licensed officer, partner, member, and/or salesperson.**
- D. Photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration, (if applicable).**
- E. Bank Escrow Verification Letter.**
- F. Certification of Licensure (if applicable).**

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.

**YOU MAY NOT PRACTICE UNTIL YOU HAVE RECEIVED TEMPORARY
AUTHORIZATION FROM THE INSPECTOR AFTER PASSING INSPECTION**



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ENTITY INITIAL LICENSE/REACTIVATION STANDARD APPLICATION

This application is for: ___CORPORATION ___LIMITED LIABILITY COMPANY ___PARTNERSHIP

1. Entity name: _____

2. Entity trade name: _____

3. Entity address: _____
(Street) (City) (State) (Zip Code)

5. Name of proposed broker of record: _____

6. License number of proposed broker of record (if applicable): _____

7. Office web-site address: _____

8. Office phone number: _____

9. Phone number where the broker of record can be contacted directly: _____

10. Does the exterior sign list the name under which the entity is doing business? ___YES ___NO

11. Does the office have a location where business can be conducted in a confidential manner? ___YES ___NO

12. Is the office located in: ___A commercial building ___A private dwelling?
If located in a private dwelling, does the office have separate entrance from the dwelling? ___YES ___NO

13. Does this office have an escrow account? ___YES ___NO

14. Has this entity ever been issued a license by the State Real Estate Commission? ___YES ___NO
If YES, list the license number: _____

15. **If reactivating an inactive or expired license**, has the entity provided real estate services while its license was inactive or expired? (If yes, refer to #8 on the instruction sheet) ___YES ___NO

16. APPLICANTS' CERTIFICATION

- To the best of my knowledge, all information supplied in this application is true and correct.
- To the best of my knowledge, the entity has advised the Commission where it is 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 the entity's and 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 the entity's license and/my license.

(Broker of Record's Signature)

(Date)