



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

BROKER INITIAL RECIPROCAL LICENSE APPLICATION

***Broker of Record *Associate Broker *Corporate Officer *Partner**

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. Applicant must be at least 21 years of age.
4. If you are applying for licensure as a broker of record for a corporation or partnership that is already licensed in this Commonwealth.
 - a. The corporation or partnership must obtain a resignation letter from the current broker of record to be submitted with this application **AND**
 - b. The new broker of record must be identified as a signatory on the escrow account replacing the former broker of record.
5. If you are applying for licensure as a broker of record for a corporation or partnership that is not already licensed in this Commonwealth, SPOA 2106 must also be completed.
6. Accompanying this application must be an original Certification of Licensure or Letter of Good Standing from the state where you passed the real estate broker's 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.
7. 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.
8. Questions #8-11--For the employing broker, use the name, license number, and main office address exactly as it appears on the broker's wall certificate. If the employing broker is a corporation or partnership, use that name, license number, and address.
9. Question #15--Disciplinary action includes any revocation, suspension, voluntary surrender, reprimand, probation, civil penalty or restriction in practice. If any disciplinary action has been taken against any license in any state, submit all documentation about the disciplinary action.
10. Question #16--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.

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11. Question #18-- 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.
12. Attach the following documents to this application:

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

Broker of Record, Officer or Partner

\$129.50 (Includes \$94.50 licensure fee, \$25.00 application fee and \$10.00 recovery fund fee)

Associate Broker

\$107.00 (Includes \$72.00 licensure fee, \$25.00 application fee and \$10.00 recovery fund fee)

(If you hold or have ever held another type of real estate license with the Commission deduct \$10.00 for the recovery fund fee)

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 state where the Applicant resides and dated within 90 days of the date this application is submitted.

- The background check must contain the applicant's date of birth and social security number
- The background check must identify whether there is a criminal record. The Commission cannot accept a record which reflects "pending" or "under review."
- If a criminal record exists, submit originals of the following for EACH 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 reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of the conviction 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

D. Documentation regarding discipline (if applicable)

E. Resignation Letter (if applicable).

F. Bank Escrow Verification Letter (if applicable).

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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, 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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BROKER (INDIVIDUAL) INITIAL RECIPROCAL LICENSE APPLICATION

Type of license sought: Broker of Record Associate Broker Corporate Officer Partner

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 OFFICE name: _____
(Street) (City) (State) (Zip Code)
9. Employing broker's address: _____
10. Employing broker's phone number: _____
11. Employing broker's OFFICE license number: _____

APPLICANT:

12. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission? YES NO
Type of license: _____ License Number: _____
13. Identify the state(s) where you hold a real estate license;
Type of license: _____ Where: _____
14. Have you ever been issued any other professional license in any state? YES NO
Type of license: _____ License Number: _____
15. Have you ever had any real estate license or other professional license disciplined? YES NO
Where? _____ When? _____
(If yes, include the information required in 9 on the Instructions)
16. Have you ever been convicted of or pled guilty or *nolo contendere* to a felony or misdemeanor? YES NO
(If yes, include the information required in 12B on the Instructions)

17. Are you the subject of any pending criminal or disciplinary investigation? __YES __NO
Where? _____ When? _____

18. 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)

19. 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 dated within 90 days of application submission**
- Criminal conviction and/or disciplinary documentation (if applicable)**
- Resignation Letter (if applicable)**
- Bank Escrow Letter (if applicable)**

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