



**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/CEMETERY BROKER STANDARD INITIAL 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. Applicants 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 and accompany this application.
6. 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.
7. 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.
8. Question#15--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.
9. 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.
10. Question#18--Have one broker and two other unrelated persons who own property in the county where you reside attest to your reputation for honesty, trustworthiness, integrity and competence.
11. Question#19--The employer certification must be signed by the broker of record where 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. Original notices from the testing service evidencing a passing score on both portions of the real estate broker's examination within 3 years of the date this application is received in the Commission Office.

Applicants who have held a current license from another state within the last 5 years must provide proof of passing only the state portion of the real estate examination.

C. 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.
- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.

D. Certification of Licensure (if applicable): If you have been actively licensed in another state within the last 5 years, submit an **original** Certification of Licensure or Letter of Good Standing from that state. The Certification must be dated within 90 days of the date this application is received in the Commission office.

E. 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.

F. Resignation Letter (if applicable).

G. Bank Escrow Letter (if applicable).

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 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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BROKER INITIAL STANDARD 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:
9. Employing broker's address: (Street) (City) (State) (Zip Code)
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 any real license(s) you hold in other state(s);
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?
16. Have you ever been convicted of or pled guilty or nolo contendere to a felony or misdemeanor? ___ YES ___ NO
17. Are you the subject of any pending criminal or disciplinary investigation? ___ YES ___ NO
Where? When?

18. RECOMMENDATIONS:

BROKER RECOMMENDATION:

I, being a duly licensed real estate broker in the state of _____, do hereby certify that the above applicant bears a good reputation for honesty, trustworthiness, integrity and competency and I recommend that a real estate broker's license/cemetery broker's license be granted to the applicant:

(Broker's Signature)	(Broker's Address)
(Broker's License Number)	(Date)

REAL ESTATE OWNER RECOMMENDATION:

I, the undersigned resident of _____ county, real estate owner not related to the above applicant, do hereby certify that the applicant bears a good reputation for honesty, trustworthiness, integrity and competence.

Real Estate Owner's Signature	Date	Real Estate Owner's Address
Real Estate Owner's Signature	Date	Real Estate Owner's Address

19. 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)
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20. 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)
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APPLICANT'S CHECKLIST

- Completed application signed by Broker and Applicant
- State Police background check dated within 90 days of application
- Check or money order payable to the "Commonwealth of Pennsylvania"
- Examination Official Notices dated within 3 years of application submission
- Certification of Licensure/Letter of Good Standing dated within 90 days (if applicable)
- Criminal conviction and/or disciplinary documentation (if applicable)
- Resignation Letter (if applicable)
- Bank Escrow Letter (if applicable)

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