



**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)

**BROKER SOLE PROPRIETORSHIP INITIAL/REACTIVATION LICENSE APPLICATION**

\*Initial Standard License

\*Initial Reciprocal License

\*Reactivation

*Make sure this is the most recent application by checking our website: [www.dos.state.pa.us/estate](http://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. Sole proprietorships are not permitted to use terms such as "Group", "Associates", "Companies", etc. as part of a trade name.
4. Fictitious names may not be false, misleading or deceptive.
5. Members of a real estate association or organization may use a name that connotes membership in the association/organization provided that membership is continued.
6. If you are practicing under a fictitious name, that name must first be registered with the Pennsylvania Corporation Bureau. Information about fictitious names should be directed to the Pennsylvania Corporation Bureau at (717) 787-1057 or online at <http://www.dos.state.pa.us/corps>.
7. Sole proprietorships must have an escrow account regardless of whether the account will be used. The broker must be an authorized signatory on the account. Applicants must submit an original letter from their bank verifying the entity name and identifying authorized signatories on the account.
8. If you held a current license within the last 5 years in another state **or** currently have a office in another state, 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 copy of your license is not acceptable).
9. If you are an associate broker, upon issuance of a broker's license, your associate broker's license will be inactivated.
10. If you have a current Pennsylvania license, it is not necessary to obtain a criminal background check.
11. Official transcript(s) showing completion of 14 hours of Commission-approved continuing education courses completed within 2 years preceding the date of submission of this application must be attached **UNLESS** applicant holds another current Pennsylvania real estate license. **(For reactivation applicants only)**
12. Courses used to reactivate a license may not be reused to renew the license at renewal time--an additional 14 hours of continuing education will be required. **(For reactivation applicants only)**

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13. If this license has been inactive for 5 years or more (without holding another current Pennsylvania broker license), Applicant must take and pass the licensure examination prior to applying for reactivation of the real estate broker examination and Attach original notices dated within the past 3 years evidencing a passing grade on both portions **UNLESS** the applicant is licensed in another state; then only submit evidence of passing the state portion of the examination. **(For reactivation applicants only)**
14. Question#14--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.
15. Question#15--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.
16. Question #17--Applicant must disclose whether he/she engaged in the practice as a sole proprietor when the license was inactive or expired. An additional \$5.00 per month must be paid for each month applicant practiced without a current license.
17. Attach the following documents to this application:

**A. Check or money order made payable to the Commonwealth of Pennsylvania in the amount of:**

**\$179.50 for initial applicants**

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

**Or**

**\$201.00 for reactivation + \$5.00 per month for late fees (if applicable)**

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

(Not applicable for out of state licensees)

(Deduct \$10.00 if you hold another Pennsylvania real estate license)

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 from the state where the applicant resides, 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;

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- 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.

**C. Bank Escrow Letter.**

**D. Certification of Licensure (if applicable).**

**E. A photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration (if applicable).**

**F. Documentation regarding discipline (if applicable).** If your real estate or other professional license has been disciplined in any state, submit all documentation related to the disciplinary action.

**PROCESSING INFORMATION**

- 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](http://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](http://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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1. Applicant's Name: \_\_\_\_\_
2. Trade name (if applicable): \_\_\_\_\_
3. Applicant's address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)
4. Office phone number \_\_\_\_\_
5. Applicant's e-mail address \_\_\_\_\_
6. Applicant's social security number and date of birth \_\_\_\_\_
7. Phone number where the Broker can be contacted directly: \_\_\_\_\_
8. Does the exterior sign list the name under which the entity is doing business?     YES     NO
9. Does the office have a location where business can be conducted in a confidential manner?     YES     NO
10. 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
11. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission?     YES     NO  
Type of license: \_\_\_\_\_ License Number: \_\_\_\_\_
12. Identify the state(s) where you hold a real estate license;     YES     NO  
Type of license: \_\_\_\_\_ Where: \_\_\_\_\_
13. Have you ever been issued any other professional license in any state?     YES     NO  
Type of license: \_\_\_\_\_ License Number: \_\_\_\_\_
14. Have you ever had any real estate license or other professional license disciplined?     YES     NO  
Where? \_\_\_\_\_ When? \_\_\_\_\_  
(If yes, include the information required in 17F on the Instructions)
15. 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?     YES     NO  
(If yes, include the information required in 17B on the Instructions)

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

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16. Are you the subject of any pending criminal or disciplinary investigation? \_\_\_\_\_YES \_\_\_NO  
Where? \_\_\_\_\_ When? \_\_\_\_\_

17. Have you provided real estate services while this license was inactive or expired? \_\_\_\_\_YES \_\_\_NO

18. **APPLICANT'S CERTIFICATION:** (Please mark each box with a X after reading)

- 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 Applicant**
- Criminal background check dated within 90 days of application submission (If applicable)**
- Check or money order payable to the "Commonwealth of Pennsylvania"**
- Certification of Licensure dated within 90 days of application submission (If applicable)**
- Criminal conviction and/or disciplinary documentation (if applicable)**
- Bank Escrow Letter**
- A photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration (if applicable).**

**YOU MAY NOT PRACTICE UNTIL THE COMMISSION ISSUES YOUR LICENSE.**