



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

CHANGE OF STATUS APPLICATION/REACTIVATION
STANDARD AND RECIPROCAL

***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. 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.
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. A letter from the bank confirming this change must be submitted with this application.
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, an SPOA 2106 must also be completed.
6. Upon submission of this application, you may begin practicing **UNLESS** this license is with a proposed corporation or partnership whose initial license has not yet been issued.
7. Reactivation applications must be submitted within 10 days of Applicant's reactivation date. Upon submission of a completed application, you may begin practicing **UNLESS** the broker has not yet been issued a license. A copy of this application must be kept on file with the broker/builder-owner until the new license has been issued.
8. If you are an associate broker and applying for a broker of record, officer, or partner's license, upon issuance of a that license, your associate broker's license will be inactivated.
9. If you have a current Pennsylvania license, it is not necessary to obtain a criminal background check.
10. Official transcript(s) showing completion of 14 hours of Commission-approved continuing education courses taken within 2 years preceding the date of submission of this application must be attached **UNLESS** Applicant holds another current Pennsylvania real estate license. (**NOT APPLICABLE TO RECIPROCAL LICENSE APPLICANTS**)

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11. 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
12. 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 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 and then only has to submit evidence of passing the state portion of the examination. **(NOT APPLICABLE TO RECIPROCAL LICENSE APPLICANTS)**
13. For reciprocal licensees, accompanying this application must be an **original** certification of licensure or letter of good standing from the state where you passed the licensure examination **plus** has a reciprocal agreement with this Commission. The certificate/letter **MUST** be dated within 90 days of the date this application is submitted.
14. Questions#10-12--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.
15. Question#16--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.
16. Question#17--A 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.
17. Question#19--Applicant must disclose whether he/she engaged in the practice as a broker when the license was expired. An additional \$5.00 per month must be paid for each month Applicant practiced without a current license.
18. Question#20--The employer certification must be signed by the broker of record/sole proprietor.
19. Attach the following documents to this application:

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

LICENSURE CLASS	CHANGE OF STATUS	REACTIVATION-- LICENSE EXPIRED	REACTIVATION - CURRENT EXPIRATION DATE
Broker of Record/ Corporate Officer/Partner	\$119.50	\$146.00+ \$5.00/month late fee (if applicable)	\$20.00
Associate Broker	\$97.00	\$116.00+ \$5.00/month late fee (if applicable)	\$20.00

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. 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.

B. Completed SPOA 2106 (if applicable).

C. Resignation Letter (if applicable).

D. Bank Escrow Letter (if applicable).

E. Original examination notices from the testing service (if applicable).

F. Continuing Education Transcripts (if applicable).

G. Certification of Licensure (if applicable).

I. Documentation regarding discipline (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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Type of license sought: Broker of Record Associate Broker Corporate Officer Partner
 Standard Reciprocal

1. Applicant's Name: _____
2. Applicant's nickname (if applicable): _____
3. Applicant's address: _____
(Street) (City) (State) (Zip Code)
4. Applicant's social security number: _____
5. Applicant's date of birth: _____
6. Applicant's license number: _____
7. Applicant's phone number: _____
8. Applicant's e-mail address: _____
9. Effective date of employment: _____
(Month, Day, Year)
10. Employing broker's name: _____
11. Employing broker's address: _____
(Street) (City) (State) (Zip Code)
12. Employing broker's phone number and license number: _____
13. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission? YES NO
Type of license: _____ License Number: _____
14. Do you hold a real estate license in another state? YES NO
Type of license: _____ Where: _____
15. Have you ever been issued any other professional license in any state? YES NO
Type of license: _____ License Number: _____
16. Have you ever had any real estate license or other professional license disciplined? YES NO
Where? _____ When? _____
(If yes, include the information required in 15 on the Instructions)

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17. 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 19B on the Instructions)
18. Are you the subject of any pending criminal or disciplinary investigation? ___YES ___NO
Where? _____ When? _____
19. Have you provided real estate services while this license was inactive or expired? ___YES ___NO
20. **EMPLOYER'S CERTIFICATION:** (Not applicable for Broker of Record Applicants)

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 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)

21. 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 Applicant and Broker (if applicable)**
- Criminal background check dated within 90 days of application submission**
- Criminal conviction and/or disciplinary documentation (if applicable)**
- Check or money order made payable to the "Commonwealth of Pennsylvania"**
- Examination Official Notices dated within 3 years of application submission, (If applicable)**
- Continuing Education Transcripts dated within 2 years of application submission, (If applicable)**
- Certification of Licensure (if applicable)**
- Bank Escrow Letter (if applicable).**
- Completed SPOA 2106 (if applicable)**
- Resignation Letter (if applicable)**

To check the status of your license go to www.mylicense.state.pa.us.