



IREC use only

License #: _____

Receipt #: _____

Approved: _____

\$160

**BROKER LICENSE
APPLICATION**

\$160

INSTRUCTIONS: Submit this original, completed application form with the fee and ALL required attachments. Applications that are illegible, incomplete, or missing the fee or required attachments will be immediately returned without processing.
Applications that are faxed/emailed will not be accepted.

You are not licensed until IREC **approves** your license application. It is unlawful for you to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining a license. Allow 10 business days to process your completed application.

NOTE: Applications are processed in the order received. Updates on the status of license applications will NOT be given over the phone. When your name and license number appear in the License Lookup on the IREC website, your license has been approved.

1. PERSONAL INFORMATION

Social Security Number _____ Birth mo. Day Year Maiden name (or any other names used) _____

Full legal name - must exactly match the name on your legal ID _____ Nickname (if used) _____

Home Phone _____ Cell Phone _____ E-mail address _____

Home Address (number, street, apt.) _____

City _____ County _____ State _____ Zip Code _____

Home Mailing Address (number, street, apt.), if different from above _____

City _____ County _____ State _____ Zip Code _____

2. HIGH SCHOOL GRADUATION (Provide a copy of your high school diploma or equivalency certificate. The Commission will also accept a college or university diploma, an official high school transcript, or an official college transcript showing enrollment in an accredited degree program.)

Name of institution _____ Location (city & state) _____ Date of high school graduation _____

3. RECORD OF LICENSURE Do you presently hold an active sales level license in another state? NO YES
If so, attach a current (less than 6 months old) original certified license history from that state.

4. List all states or jurisdictions, including Idaho, in which you have ever held any real estate license or other professional or occupational license, if applicable.

<u>State or Jurisdiction</u>	<u>Type of License Held</u>	<u>Dates of Licensure (from/to)</u>
_____	_____	_____
_____	_____	_____

5. Have you ever had a real estate or other professional or occupational license revoked, suspended, or surrendered, or the renewal refused, for a disciplinary violation involving fraud, misrepresentation or dishonest or dishonorable dealing, in Idaho or any other jurisdiction? NO YES

(If you answered "yes", state the type of license, jurisdiction, date, disposition, and any other pertinent information on a separate page and attach it to this application.)

EXPERIENCE VERIFICATION (If actively licensed as a broker in another state, you do not need to complete this section.)

Under the Idaho Real Estate License Law, an applicant for a broker's license must have at least **two (2)** years full time, active experience as a licensed real estate salesperson within **five (5)** years immediately preceding the application. The current commission-approved experience requirement is 15-20 completed sales and/or closed listings resulting in at least \$2 million in total volume.

If an applicant cannot meet these experience requirements, he/she may make a written request for special consideration based on educational background or experience in related or affiliated business activities. Specific documentation is required to request special consideration. *Please contact IREC for assistance if you do not meet the above experience requirements.*

This section **MUST** be completed by **EACH** BROKER with whom the applicant was associated during the last five (5) years. (Copy this form as needed.)

A. Applicant's name _____

B. Applicant was licensed with my office continuously from _____ / _____ / _____ to _____ / _____ / _____
month / day / year month / day / year

C. Description of Applicant's experience as a real estate licensee in my office:

Applicant worked (check one) Full time Part time

Applicant devoted an average of: _____ hours per week to this work.

Total number of completed listings: _____ Dollar volume of completed listings: \$ _____

Total number of completed sales: _____ Dollar volume of completed sales: \$ _____

Other real estate activity, if any (explain) _____

D. **AFFIDAVIT** At all times relevant, I was a licensed real estate broker in the State of _____, and the foregoing statements are true and correct to the best of my knowledge, information, and belief.

Name of designated broker (please print)

Brokerage name Brokerage phone

Brokerage street address

City State Zip

Signature of Designated Broker

NOTARY IS REQUIRED

State of _____)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

notary
seal

My Commission Expires

6. PRIOR TO SUBMITTING THIS APPLICATION, YOU MUST BE ABLE TO ANSWER "YES" TO ALL OF THE FOLLOWING:

IREC use ONLY

- _____ I have completed all broker prelicense education within the previous 3 years.....
- _____ I have completed the BCOO course within the previous 3 years (DB applicants only).....
- _____ My fingerprints have been **approved** (RES-OK) within the last 6 months.....
- _____ I have passed my license exam(s) within the previous 12 months.....

7. PLEASE VERIFY YOU HAVE INCLUDED THE FOLLOWING REQUIRED ATTACHMENTS:

IREC use ONLY

- _____ \$160 license fee (check or credit card authorization form).....
- _____ Copy of high school diploma, equivalency certificate, or college or university diploma or official high school or college transcript (part 2).....
- _____ Current (*less than 6 months old*) certified license history from your state of licensure (if applicable).....
- _____ Explanation of license disciplinary actions, if applicable (part 5).....
- _____ Copy of document showing legal presence in US (*one of the following*) (part 8):
 - * Idaho drivers license or identification card
 - * Valid drivers license or identification document with photo from another state or US territory
 - * US military card or military dependant's ID card or US Coast Guard Merchant Mariner card
 - * Native American tribal document
 - * Valid US passport.....

DESIGNATED BROKER OR BRANCH OFFICE MANAGER APPLICANTS ONLY:

New Office:

_____ Completed application for your chosen type of business - include all attachments and any related fees.....

OR

Existing Office:

_____ Notice of Broker Change form (REE-043) adding you to the company - include all required attachments.....

8. I ATTEST, UNDER PENALTY OF PERJURY, THAT: (choose one)

- I am a United States citizen; OR I am a legal permanent resident of the United States; OR
- I am otherwise lawfully present in the United States; OR None of the above.

A. I hereby appoint the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. (*Idaho Code 54-2012(1)(k)*)

B. I acknowledge it is my responsibility to provide written notice to the Idaho Real Estate Commission of any change of my personal name, address of personal residence, or personal telephone number within ten (10) days of the change. (*Idaho Code 54-2018(9)*)

C. I certify that the answers appearing hereon are true and correct to the best of my knowledge and belief. I understand that my application may be denied, or my license inactivated, expired, terminated, suspended or revoked, and/or I may be subject to disciplinary action, for the use of fraud, deception, misrepresentation, misstatement or omission or any unlawful means in applying for or securing a license to act as a real estate broker in the State of Idaho (*Idaho Code 54-2019 and 54-2060(4)*).

Signature:

_____ Applicant Signature

NOTARY IS REQUIRED

State of _____)
) ss.
 County of _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public

notary seal

 My Commission Expires

NOTICE: Because of rising costs associated with issuing a refund, it is the policy of IREC to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded. There is a \$20 fee assessed for each check returned to IREC for insufficient funds.