



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 EXAMINATION APPLICATION

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 and a high school graduate or its equivalency.
4. Applicants must complete 16 credits/240 hours (1 credit=15 hours) of real estate instruction in any of the following:
a. Obtaining a bachelors degree majoring in real estate from a college or university,
b. Obtaining a juris doctorate degree or
c. 10 of the 16 credits required must be in the following courses:
i. Real Estate Office Management (at least two credits)
ii. Real Estate Law (at least two credits)
iii. AND At least 6 credits in 3 of the following courses:
*Valuation of Income-Producing Property *Residential Construction
*Valuation of Residential Property *Real Estate Sales
*Real Estate Investment *Real Estate Finance
*Non-Residential Property Management *Basic Appraisal Procedures
*Residential Property Management *Basic Appraisal Principles
iv. The remaining 6 credits can be completed in any of the above topics or elective courses. Please note that a maximum of 4 credits is allowable per course.
5. Courses must be completed within 10 years of the passing date of both portions of the examination unless the courses were taken as part of a bachelor's degree or a juris doctor degree.
6. Applicants must also complete and document a minimum of 3 years of real estate experience.
a. Licensed applicants must demonstrate their experience by documenting 200 points using the following point system:
i. Sale (Commercial or Residential).....5 points
ii. Exclusive listing which sold (Commercial or Residential).....5 points
iii. Unsold exclusive listing (Commercial or Residential).....1 point
iv. Lease (Commercial).....5 points
v. Lease (Residential).....1 point
vi. Property Management Assistance (Commercial or Residential).....6 points/per month

(Points are only awarded for full-time employment wherein no other points can be earned)

7. Non-licensed applicants who gained their 3 years of experience in an exempt setting, such as attorneys and government employees, must document their experience on a detailed resume listing specific experiences in a combination of, but not limited to, the following:

- * Counseling in real estate issues or areas where the advice is not primarily legal in scope
- *Negotiations other than for legal issues *Sale, purchase, management or lease of real estate

***If you are using experience as an attorney, an original Certificate of Good Standing from the Supreme Court must accompany your resume.**

8. If you held a active broker's license from another state within the last 5 years, you must submit an **original** certification of licensure or letter of good standing from that state dated within 90 days of the date this application is received in the Commission Office. The certificate/letter:
- a. Exempts you from retaking the national portion of the examination in this state. Also,
 - b. It may provide an educational exemption or credit.
 - i. If the certificate/letter documents 16 credits/240 hours of education or that you have held an active license as a broker for more than 8 years.
 - ii. If the certificate/letter documents less than 16 credits/240 hours of education, 2 credits will be awarded for each year of active practice as a broker in the licensed state.
9. At the time you apply for licensure, you will be required to provide documentation about all felony and/or misdemeanor criminal convictions AND disciplinary actions taken against any professional license you hold in any state.
10. Question #10—Provide specific employment dates for each employer wherein you earned your real estate experience, including experience gained in an exempt setting.
11. If your experience has been earned under more than one employer, you must complete a separate chart for each and have the chart signed by the broker/builder unless the experience was obtained in an exempt setting.
12. Attach the following documents to this application:

A. Check or money order made payable to the Commonwealth of Pennsylvania for \$40.00.

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. Official transcripts evidencing completion of the required real estate instruction (if applicable).

C. Certification of Licensure (if applicable).

D. Completed experience chart(s).

E. Resume (If applicable).

F. Certificate of Good Standing from the Supreme Court (If applicable).

To check the status of your application go to www.licensepa.state.pa.us.

DELAYS may occur in the processing of this application if submitted between March 1 and June 30 of an even numbered year.



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- 1. Applicant's legal name:
2. Applicant's home address: (Street) (City) (State) (Zip Code)
3. Applicant's social security number:
4. Applicant's date of birth:
5. Applicant's phone number:
6. Applicant's e-mail address:
7. Are you a high school graduate or hold a GED? YES NO
8. Have you ever been issued a real estate license by the Pennsylvania Real Estate Commission? YES NO
Type of license: License Number:
9. Have you ever been issued a real estate license in another state? YES NO
Type of license: Where:
10. Name and license number of your employer(s) wherein you earned your three years of real estate experience and dates of employment:

(Employer's name and license number) (Employment dates)

(Employer's name and license number) (Employment dates)

(Employer's name and license number) (Employment dates)

- 11. APPLICANT'S CERTIFICATION (Please check off each statement)
To the best of my knowledge, all information supplied in this application is true and correct.
I have read, understand and agree to comply with the Real Estate Licensing and Registration Act and the Commission's regulations.
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)

BROKER EXPERIENCE CHART

Complete a separate chart for each employer and have the broker/builder sign the certification below, (make additional copies as needed). List each activity separately.

- A. **ACTIVITY TYPE:** Sale, Exclusive listing sold, exclusive listing unsold, lease, property management
- B. **INVOLVED PARTIES.** List the party's name and status in the transaction (not applicable for property management assistance).
- C. **DATE TRANSACTION COMPLETED.** If you listed and also sold the same property, provide both dates.

APPLICANT'S NAME: _____

ACTIVITY TYPE	PROPERTY TYPE	LOCATION Street, city, state	INVOLVED PARTIES Include names	DATE M/D/YY	POINTS EARNED
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		
	Residential Commercial		Buyer/Lessee: Seller/Lessor:		

BROKER/BUILDER CERTIFICATION

I do hereby certify that the applicant, _____, was employed by me as a salesperson from _____ to _____ and hereby certify that the listed documentation of activity under my employ is true and correct. 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 the suspension or revocation of my license.

(Broker/Builder's Name)

(License number)

(Broker's Signature)

(Date)