

MAILING ADDRESS:
TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188



OFFICE ADDRESS:
TEXAS REAL ESTATE COMMISSION
1101 Camino La Costa
Austin, Texas 78752
Telephone: (512) 459-6544 or
1-800-250-TREC (8732)

APPLICATION FOR BROKER LICENSE by an INDIVIDUAL
(PLEASE READ ALL INFORMATION CAREFULLY)

**IF YOU HELD A TEXAS BROKER LICENSE DURING THE PRECEDING SIX YEARS CONTACT THE COMMISSION FOR THE CORRECT APPLICATION FORM.
DO NOT USE THIS FORM.**

NOTICE FOR APPLICANTS FILING ON OR AFTER JANUARY 1, 2008

If your renewal is filed on or after January 1, 2008 you are required by law to have your fingerprints on file with the Department of Public Safety for TREC. Fingerprints on file for other agencies will not be accepted. Your license will issue once you meet all licensing requirements and TREC receives confirmation from DPS that your fingerprints are on file. These fingerprints will be valid for subsequent renewals. You must present a completed FAST Pass at the time of fingerprinting. For directions on how to download your FAST Pass and make an appointment to get your fingerprints taken go to <http://www.trec.state.tx.us/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. You must pay a license application fee AND a fingerprinting fee.

You must pass the examination and get fingerprinted within six months after the date the application is filed with TREC or your application will expire.

Check the TREC web site at www.trec.state.tx.us for updates on the fingerprinting requirement.

1. To be eligible to apply for a real estate Broker License, you must be a citizen of the United States or a lawfully admitted alien, eighteen (18) years of age or older and a legal resident of Texas. If the applicant is a resident of another state, the applicant must be licensed by that state as a real estate broker.
2. To be eligible to apply for a real estate Broker License, you must furnish the Commission satisfactory evidence of successfully completing the following:
 - A. Not less than two (2) years active experience in Texas as a licensed real estate salesperson or broker during the 96 month period immediately preceding the filing of the application;
 - or
 - B. If licensed as a broker in another state, not less than two (2) years active experience as a licensed real estate salesperson or broker during the 36 month period immediately preceding the filing of the application.
3. The current education requirements for Real Estate Broker license are:
 - A. 270 classroom hours of **core** real estate courses.
 - B. An additional 630 classroom hours in **related** courses acceptable to the Commission
4. To be eligible to apply for a real estate broker license, you must first obtain a letter from the Commission attesting to satisfaction of all education requirements. **THE EVALUATION MUST BE PERFORMED BEFORE THE APPLICATION CAN BE FILED.** To obtain an evaluation of your education, submit a REQUEST FOR EVALUATION OF EDUCATION DOCUMENTS. A copy of this form is included in this packet with the application. Please submit copies of your transcripts or course completion certificates with your request for evaluation. DO NOT submit original documents.
5. A fee of \$30.00 is required for an evaluation of education documents, unless you obtained an evaluation

in the past 12 months and paid the fee at that time.

6. THE FEES LISTED BELOW MUST BE SUBMITTED AT THE TIME OF FILING AN APPLICATION. AN APPLICATION RECEIVED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. The fees should be submitted in the form of ONE CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER payable to the Texas Real Estate Commission. **ALL FEES LISTED BELOW ARE NONREFUNDABLE.** Fees not pertaining to this application should NOT accompany the application.

FEES REQUIRED WITH REAL ESTATE BROKER APPLICATION		
Fee	Amount	Comment
Application Filing Fee	\$ 300.00	Required for all applicants
Recovery Fund	\$ 10.00	Required for all applicants unless previously paid

7. License examinations are administered by Psychological Services, Inc. (PSI). Once you are eligible to take the examination, you will receive notification that you may obtain a copy of the Candidate Information Brochure (CIB) to register for the exam. The CIB will provide all the information and instructions for making a reservation to take the examination. The CIB also contains study material and instructions about licensing.
8. The license examination must be passed within six (6) months from the date the application for a license is filed.
9. The filing of an application authorizes an investigation of the applicant's background. Information revealed in an investigation may be cause for disapproval of an application even though other requirements for a license are met. If an investigation is necessary, it may not be conducted until the applicant has passed the examination.
10. State law prohibits the renewal of a license if a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. YOU SHOULD CONTACT TG BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

Texas Guaranteed Student Loan Corporation
P.O. Box 83100
Round Rock, TX 78683-3100
Telephone: 1-800-252-9743

NOTE: An incomplete application will not be returned for completion. If application is incomplete, a letter will be mailed requesting additional information. The time it takes to reply may decrease the amount of time available to take the examination. **THE EXAMINATION MUST BE PASSED WITHIN SIX MONTHS FROM THE DATE THE APPLICATION IS FILED WITH THIS OFFICE.**

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
www.trec.state.tx.us

APPLICATION FOR:
REAL ESTATE BROKER LICENSE

FEE	REGISTER NUMBER	AMOUNT	MONEY TYPE
Application Fee		\$300.00	

License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. Applicant's Full Name:

Last	First	Middle

2. Applicant's Social Security No.:

--	--	--	--	--	--	--	--	--	--

Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Numbers (SSN) when filing an application. The SSN that is provided will be confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.

3. Driver's License Number:

--	--	--	--	--	--	--	--	--	--

State:

--	--

4. Date of Birth:

Month	Day	Year			

5. Place of Birth:

City	State	

6. Height:

--	--	--

7. Sex:

F
M

(check one)

8. Ethnic Group:

Black White
Hispanic Asian

Other (specify):

--

9. Business Address (Main Office): **DO NOT COMPLETE THE BUSINESS ADDRESS PORTION IF REQUESTING INACTIVE STATUS. STREET ADDRESS MUST BE DESIGNATED BELOW. (A license will not be issued to a P.O. Box only.)**

--

Number, Street and Apt. No.

City	State	Zip Code	Area Code	Phone Number					

FAX Number:

Area Code	Phone Number				

--

E-mail Address

This document is available on the TREC website at www.trec.state.tx.us

10. Applicant's Permanent Mailing Address and Contact Information (Post Office Box may be used):

Number, Street and Apt. No. -or- P.O. Box

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

City

State

Zip Code

Area Code

Phone Number

11. Have you paid an education evaluation fee within one (1) year prior to filing this application? Yes No

12. Have you ever been licensed in Texas as a real estate salesperson or broker? Yes No
If the answer is YES, fill in the appropriate information below.

License Expiration Date	License Type	License Number	Exact Name In Which License Was Issued
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Have you been licensed as a real estate salesperson or broker in a state **other than Texas** within the last six (6) years? Yes No
If the answer is YES, submit a complete license history signed by the licensing agency of the state(s) in which you were licensed.

14. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? Yes No

(b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state? Yes No

(c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold? Yes No

If the answer to (a), (b), or (c) is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.

15. Are there any unpaid judgments or any civil suits pending against you? Yes No
If the answer is YES, submit copies of all petitions and judgments and a written explanation.

16. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.) Yes No

(b) Have you ever been placed on probation or community supervision (also known as deferred adjudication)? Yes No

(c) Are there any criminal charges pending against you? Yes No

If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

17. Have you ever acted, or attempted to act, as a real estate broker or salesperson or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.) Yes No
If the answer is YES, submit a written explanation.

18. Are you currently in default on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation? Yes No

19. List below all names (maiden, aliases, nicknames, etc.) by which you have been known

20. Business name(s) to be assumed (if any):

Assumed names must be filed with the County Clerk in the county in which you do business. Submit a copy of any assumed name certificate with this application or immediately after the certificate is filed with the County Clerk.

21. Provide employment history for the last six (6) years to the present date. Explain any periods of unemployment for more than thirty (30) days. If additional space is needed, attach a separate sheet of paper to complete your answer.

FROM		TO		Employer	City, State	Position
Month	Year	Month	Year			

IMPORTANT INFORMATION - PLEASE READ

FEES

\$300.00 Application Processing Fee as follows:
 \$80.00 TREC Application Fee
 \$20.00 Real Estate Research Center at Texas A&M University
 \$200.00 General Revenue

\$10.00 Recovery Fund Fee. You should not pay this fee if you have paid it under prior license privileges.

ALL FEES LISTED ABOVE ARE NONREFUNDABLE

ONLY FEES PERTAINING TO THIS APPLICATION SHOULD ACCOMPANY THE APPLICATION. **ALL REQUIRED FEES MUST BE SUBMITTED AT THE TIME OF FILING AN APPLICATION.** AN APPLICATION RECEIVED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. The fees should be submitted in the form of **ONE CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to the Texas Real Estate Commission.

NOTE

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. YOU SHOULD CONTACT TG BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

Texas Guaranteed Student Loan Corporation
P.O. Box 83100
Round Rock, Texas 78683-3100
Telephone: 1-800-252-9743

STATEMENT OF BROKER APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I am a legal resident of Texas. I certify that I have examined this application and the answers given are true, correct and complete. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. I WILL NOT PERFORM ANY ACT OF A REAL ESTATE BROKER UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY POSSESSION.

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

Date Signed

Signature of Applicant

IMPORTANT INFORMATION - PLEASE READ THIS CAREFULLY

1. Only fees pertaining to THIS APPLICATION should accompany this application.
2. Please ensure the following:
 - a. all information is printed in ink or typewritten;
 - b. all requested information is provided;
 - c. all questions have been answered;
 - d. all required original signatures and dates of signing are in place (**do not** use signature stamps);
 - e. all education requirements have been met; and
 - f. All fee(s) are enclosed.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING DATE, THE APPLICATION TERMINATES.