

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 INACTIVE SALESPERSON LICENSE

(PLEASE READ ALL INFORMATION CAREFULLY)

**DO NOT USE THIS FORM IF YOU WERE LICENSED AS A TEXAS BROKER OR SALESPERSON IN THE PAST SIX YEARS. THE CORRECT FORM MAY BE DOWNLOADED FROM THE TREC WEBSITE @ [www.trec.state.tx.us](http://www.trec.state.tx.us)**

There are 3 steps to obtaining an active Texas real estate salesperson license.

- (1) File an education evaluation form along with copies of your transcripts and education documents and \$30.00 fee. The fee 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. **Do Not** submit original education documents. You must obtain a letter from TREC attesting to satisfaction of all education requirements before you can file an application for a license. The current education requirements for a salesperson license are:

150 classroom hours of real estate courses acceptable to TREC. Specific core courses are required:

60 hours in Principles of Real Estate

30 hours in Law of Agency

30 hours in Law of Contracts

**30 additional core hours**

60 additional related or core hours

Other **core** courses are: Real Estate Appraisal; Real Estate Law; Promulgated Contract Forms; Real Estate Finance; Real Estate Marketing; Real Estate Mathematics; Real Estate Brokerage; Property Management; Real Estate Investments; and Residential Inspection for Real Estate Agents.

- (2) File an application for an inactive salesperson license, pass the examination, get your fingerprints taken and satisfy the statutory requirement for honesty, trustworthiness and integrity.

### 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](http://www.trec.state.tx.us) for updates on the fingerprinting requirement.

Fees to be submitted with an application:

Application processing fee: \$97.00

Recovery fund fee: \$10.00 (if not previously paid)

License examinations are administered by Psychological Services, Inc. (PSI), a national testing service. Once your application has been received, processed and accepted, you will receive notification that you may obtain a copy of the Candidate Information Brochure (CIB) to register for the exam. The CIB contains information about the examination, study material and instructions for making a reservation with PSI. A valid photograph ID (driver's license, etc) is required for admission to a testing site. The name on the ID must match the name on the application for a license. You must pass the examination within six months after the date the application is filed with TREC.

If you have defaulted on a student loan with the Texas Guaranteed Student Loan Corporation (TG) and are not currently making payments under a repayment agreement, contact the Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100, Telephone: 1-800-252-9743, BEFORE filing an application. State law prohibits renewing a license 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. An application or renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan.

- (3) Arrange for a Texas real estate broker holding an active license to sponsor you as a salesperson. **Applicants and inactive salespersons are not authorized to act as real estate agents.**

While you are not required to have a sponsoring broker to file an application for a license, a sponsorship request form is included with the application materials. If you wish, you may file the sponsorship request along with the application. Once all licensing requirements have been satisfied, TREC will send an active salesperson license to the broker, and you may act for the broker on receipt of the license.

You may also file the application and arrange for sponsorship after TREC notifies you that you have been issued an inactive license. Once a broker holding an active license has mailed a request to TREC to act as your sponsor, you may begin to act for the broker as a salesperson.

#### 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:

**INACTIVE REAL ESTATE SALESPERSON LICENSE**

FEE	REGISTER NUMBER	AMOUNT	MONEY TYPE
Application Fee		\$97.00	
Recovery Fund Fee		\$10.00	

License #

**DO NOT WRITE ABOVE THIS LINE**

*NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK*

This application is for an **INACTIVE** salesperson license. Once an inactive license has been issued, you must obtain an active license under the sponsorship of a licensed broker to practice real estate brokerage.

1. Applicant's Full Name:

Last	First	Middle

2. Applicant's Social Security No.

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

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

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City State Zip Code Area Code Phone Number

FAX Number:										
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Area Code Phone Number E-mail Address

4. Driver's License Number:

		State:
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5. Date of Birth:

Month	Day	Year			

6. Place of Birth:

City	State	

This document is available on the TREC website at [www.trec.state.tx.us](http://www.trec.state.tx.us)

7. Height: <input style="width: 100px; height: 20px;" type="text"/>  Weight: <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	8. Sex: F <input type="checkbox"/> M <input type="checkbox"/> (check one)	9. Ethnic Group:      Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other (specify): <input style="width: 500px; height: 20px;" type="text"/>
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10. 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

11. Have you been licensed as a real estate salesperson or broker in a state **other than Texas** within the last five (5) 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.***

12. (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.***

13. 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.***

14. (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.***

15. 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.***

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



17. Provide employment history for the last five (5) 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 CAREFULLY**

The filing fee for this application is \$97.00. Most applicants must also pay a \$10 fee which is deposited into the real estate recovery fund. These fees are nonrefundable and must be submitted at the time the application is filed. TREC will reject and return an application submitted without the filing fees. Please submit ONE cashier's check, personal check, or money order for \$107.00 (\$97.00 if you have previously paid the recovery fund fee) 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, TX 78683-3100**  
**Telephone: 1-800-252-9743**

# STATEMENT OF SALESPERSON 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 SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S 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.**



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**SALESPERSON SPONSORSHIP FORM**

This form is to be used **ONLY** when applying for sponsorship for the **FIRST** time, or when filing a **LATE RENEWAL**.  
**NO FEE IS REQUIRED**

Salesperson's Name: Last	First	Middle	License or ID Number
Salesperson's Permanent Mailing Address			Expiration date (MM/YYYY)
City	State	Zip Code	Social Security Number
Telephone Number			Salesperson's E-mail address

**1. STATEMENT OF SALESPERSON: CHECK ONE BOX ONLY, SIGN AND DATE**

**A. SPONSORSHIP FOR SALESPERSON APPLICANT IN CONJUNCTION WITH AN ORIGINAL APPLICATION**

- I have submitted a salesperson's original application and am applying for an active salesperson license to be issued from that application. I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent until after the broker has received my active real estate salesperson license certificate from TREC.
- I have been notified by TREC that I have an inactive salesperson license from an original application. I am applying for active status for this license. I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent until after this sponsorship form has been sent to TREC by mail or faxed to 512-465-3913. I certify that I have not engaged in activity requiring a license at any time when my license was inactive.

Salesperson's Signature

Date

**B. SALESPERSON FILING LATE RENEWAL APPLICATION**

- I am applying for an active license in conjunction with a salesperson's late renewal application. I wish to enter the sponsorship of the broker named below. I understand that TREC will not issue a license until all MCE and fingerprinting requirements are met. I certify that I will not act as a salesperson until I have satisfied any applicable mandatory continuing education (MCE) requirements. I certify that I have not engaged in activity requiring a license at any time when my license was expired or inactive.

Salesperson's Signature

Date

**2. STATEMENT OF SPONSORING BROKER**

I CERTIFY THAT I HOLD AN ACTIVE Texas real estate broker license and agree to serve as a sponsor and to be responsible for the real estate brokerage activities of the above named person. If applicable, I will not permit the salesperson to practice as a real estate agent for me until the salesperson has satisfied all MCE and fingerprinting requirements. Please issue a new license reflecting a change of sponsorship.

Sponsoring Broker's Name (Individual/Corporation/LLC) as shown on license.

Sponsoring Broker's Business Address

City State

Zip Code

Sponsoring Broker's Phone

Sponsoring Broker's License Number

Expiration date (MM/YYYY)

Sponsoring Broker's Signature\*

Date

\*If Corporation: signature of Designated Officer is required. \*If LLC: signature of Designated Manager is required.

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