



**IREC use only**

License #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Approved: \_\_\_\_\_

**\$160**

**BROKER LICENSE APPLICATION**

**\$160**

**INSTRUCTIONS:** Submit this 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.**

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 or by email. 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 \_\_\_\_\_ Date of Birth \_\_\_\_\_ 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 \_\_\_\_\_ Email 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, or a copy of an official high school transcript showing a graduation date, or a copy of an official college transcript showing enrollment in an accredited degree program.)

Name of High School or Equivalent \_\_\_\_\_ Location (city & state) \_\_\_\_\_ Date of High School Graduation \_\_\_\_\_

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

**4.** List all states or jurisdictions, including Idaho, in which you currently hold or have ever held a 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 completed sales and/or listings. The completed sales and/or closed listing must result 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 the broker(s) with whom the applicant was associated with showing at least two (2) years full time active experience in the manner described above as a licensed salesperson. (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. I \_\_\_\_\_, as the designated broker, hereby attest that the information above is true, accurate and complete to the best of my knowledge and I understand that any falsification may subject me to disciplinary action under Idaho Code 54-2060(7).

**SIGNATURE REQUIRED:**

\_\_\_\_\_  
Signature of Designated Broker

**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 or Brokerage Management 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, 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 10):
  - \* Idaho drivers license or identification card
  - \* Valid drivers license or identification document with photo from another state or US territory
  - \* Native American tribal document
  - \* Valid US passport or VISA .....

**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. Are you a military service member veteran?  NO  YES
9. Are you or your spouse on active military duty?  NO  YES

**10. 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.

11. 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)*)

**12. 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)*)**

13. 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)*).

\_\_\_\_\_  
Applicant Signature

**NOTARY IS REQUIRED**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

Signed (or attested) before me on \_\_\_\_\_ Date by \_\_\_\_\_ Name of Individual (applicant)

\_\_\_\_\_  
Signature of Notary

*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.