

FOR OFFICE USE ONLY	CLASS _ _	KEY _ _	UNIQUE ID NUMBER _ _ _ _ _ _ _ _ _ _ _ _ _ _	CASH NUMBER	FEE \$150
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				PASSED EXAM	_ _ _ _ _ _ _ _ _

Real Estate Broker/Associate Broker Application NYS Department of State
DIVISION OF LICENSING SERVICES
P.O. Box 22001
Albany, NY 12201-2001

PLEASE PRINT OR TYPE ALL RESPONSES IN INK

Application as (Check one): Individual Trade Name Corporation Associate Broker
 Partnership Limited Liability Company Limited Liability Partnership

APPLICANT'S NAME LAST FIRST M.I. SUFFIX

HOME ADDRESS STREET ADDRESS (REQUIRED) APT. NUMBER

CITY STATE ZIP+4 COUNTY

BUSINESS NAME

BUSINESS ADDRESS STREET ADDRESS (REQUIRED)

CITY STATE ZIP+4 COUNTY

DAYTIME TELEPHONE NUMBER SOCIAL SECURITY NUMBER FEDERAL TAXPAYER ID
(IF PROBLEM WITH APPLICATION) (SEE PRIVACY NOTIFICATION) (SEE PRIVACY NOTIFICATION)

()

E-MAIL ADDRESS (IF ANY)

1 Background Data —

- | | | |
|---|------------|-----------|
| 1. What is your date of birth? _____ | YES | NO |
| 2. Are you currently a member of the New York State Bar? _____ | _____ | _____ |
| 3. Have you ever held or do you currently hold a real estate license issued by the State of New York? If Yes, in what year? _____ UNIQUE ID NO. _____ | _____ | _____ |
| 4. Have you ever been convicted in this state or elsewhere of any criminal offense that is a misdemeanor or a felony?
→ IF "YES," you must submit with this application a written explanation giving the place, court jurisdiction, nature of the offense, sentence and/or other disposition. You must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) and a Certificate of Disposition. If you possess or have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application. | _____ | _____ |
| 5. Are there any criminal charges (misdemeanors or felonies) pending against you in any court in this state or elsewhere?
→ IF "YES," you must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint). | _____ | _____ |
| 6. Has any license or permit issued to you or a company in which you are or were a principal in New York State or elsewhere ever been revoked, suspended or denied?
→ IF "YES," you must provide all relevant documents, including the agency determination, if any.) | _____ | _____ |

For questions 7-10 please answer only the statement which applies to your particular licensing status. (Please enclose a copy of the required certificate)

7. I own this business and the trade name certificate has been filed in the office of the County Clerk _____
where the business is located. (copy enclosed)

YES NO

- 8. I am a member of this partnership and the Certificate of Partnership has been filed in the office of the County Clerk where the business is located. (copy enclosed) _____
- 9. a. I am an officer of this corporation and the New York State Certification of Incorporation has been filed with the Department of State, Division of Corporations. (copy enclosed) _____
- b. I am an officer of this foreign (out of state) corporation and an application for authority to do business has been filed with the Department of State, Division of Corporations. (copy enclosed) _____
- c. I am currently a licensed real estate salesperson for the above corporation and will be made an officer upon approval of my application. _____
- 10. I am a (member) (manager) of this limited liability company, and a copy of the articles of organization have been filed with the Department of State. (copy enclosed) _____

2 Child Support Statement — *You must complete this section. If you do not complete it, your application will be returned.*

“X” A or B, below

I, the undersigned, do hereby certify that (You must “X” A or B, below):

- A. **I am not under obligation to pay child support.** (SKIP “B” and go directly to **Applicant Affirmation**).
- B. I am under obligation to pay child support (You must “X” any of the four statements below that are true and apply to you):
 - I do *not* owe four or more months of child support payments.
 - I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties.
 - My child support obligation is the subject of a pending court proceeding.
 - I receive public assistance or supplemental social security income.

Applicant Affirmation — I also affirm, under the penalties of perjury, that the statements made in this application are true and correct. I further affirm that I have read and understand the provisions of Article 12-A of the Real Property Law and the rules and regulations promulgated thereunder.

Applicant’s Signature

X _____ *Date* _____

3 For Associate Broker Applicants Only

Association Statement — I am sponsoring this applicant.

The sponsoring broker must print and sign their name as indicated below. In addition, they must provide their UID# and the date signed.

Sponsoring Broker _____
(Print name)

Sponsoring Broker _____
(Sign your name)

Sponsoring Broker’s Unique ID Number _____

Date _____



Real Estate Broker/Associate Broker Application
Licensed Salespersons Activity Only

APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

Unique ID Number

Instructions for Completing Supplement A

You must accumulate a minimum of 1750 points* to qualify for a broker's license based on experience as a real estate salesperson. Applicants must also be licensed as a real estate salesperson for a minimum period of one year*.

- 1. In the Number of Transactions Performed column, enter the amount of your activity for each category.
2. Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that category.
3. Add the points earned for each category to arrive at your total points.
4. Enter the total figure on the Total Qualifying Points Line. This is your final qualifying points earned.

*Except those using combined experience.

You must also complete the experience report on the other side of this page to report your qualifying experience. Points earned for that experience must be calculated below.

Table with 4 columns: Category, Point Value X, Number of Transactions Performed, Total Points Earned. Rows include Residential Sales (1-5), Residential Rentals (6-9), Commercial Sales (10-21), Commercial Leasing (22-28), Commercial Financing (29-31), and Miscellaneous (32-34). Total Qualifying Points line at the bottom.

Employment History

You must indicate all employment which is commensurate with the experience claimed on the other side of this form. Please make sure that you and the sponsoring broker complete and sign the certification and indicate the total points accumulated. If you were employed with another broker(s) and are claiming experience through that association, you must also have that broker sign the certification and indicate points accumulated while working under his/her sponsorship.

Current Sponsoring Broker/Agency (please print or type)

NAME	LAST	FIRST	M.I.	SUFFIX
WORK ADDRESS	STREET ADDRESS (REQUIRED)			
	CITY	STATE	ZIP+4	COUNTY
UNIQUE ID NUMBER				

Additional Salesperson Experience (if applicable)

Salesperson Experience - I was actively engaged as a licensed real estate salesperson as indicated below:

Broker's Name and Address:	Number of Hours/Week	From: Month/Day/Year	To: Month/Day/Year

Notice to Applicant: The information given on this application is subject to verification. In order to prevent any unnecessary return of your application, we request your cooperation by providing us with information that will help us contact you by telephone if needed.

Business Phone: () _____ Home Phone: () _____ Alternate: () _____

All claimed transactions are subject to verification. In order to claim experience points, both the broker and salesperson applicant must be able to provide documentation which clearly demonstrates the active participation of the applicant in each transaction.

Failure to provide satisfactory supporting documentation may result in denial of the application and/or disciplinary action initiated against the applicant and broker.

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Applicant Signature/Date _____ Broker Signature/Date _____

Additional Affirmations if Necessary:

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Applicant Signature/Date _____ Broker Signature/Date _____



APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

Unique ID Number

Instructions for Completing Supplement B

You must accumulate a minimum of 3500 points* to qualify for a broker's license based on equivalent experience in general real estate business. Applicants must also possess at least two years of experience in the real estate business equivalent to that of an active real estate salesperson*.

- 1. In the Number of Transactions Performed column, enter the amount of your activity for each category.
2. Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that category.
3. Add the points earned for each category to arrive at your total points.
4. Enter the total figure on the Total Qualifying Points Line. This is your final qualifying points earned.

*Except those using combined experience.

You must also complete the experience report on the other side of this page to report your qualifying experience. Points earned for that experience must be calculated below.

Table with 5 columns: Category, Point Value X, Number of Transactions Performed, Total Points Earned. Rows include Residential Sales (1-5), Residential Rentals (6-9), Commercial Sales (10-21), Commercial Leasing (22-28), Commercial Financing (29-31), and Miscellaneous (32-35). Total Qualifying Points line at the bottom.

Employment History

You must indicate all employment which is commensurate with the experience claimed on the other side of this form. Please be sure that you complete and sign the certification and indicate the total points accumulated. Start with your most recent employment. Check the appropriate box if you are claiming qualifying experience while self employed.

NAME OF COMPANY:	EMPLOYMENT STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____Hours per week	
COMPANY ADDRESS:	WERE YOU SELF EMPLOYED IN THIS POSITION: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION:
BUSINESS TELEPHONE: ()	SUPERVISOR:	
DATES OF EMPLOYMENT: FROM: TO:	DUTIES:	

NAME OF COMPANY:	EMPLOYMENT STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____Hours per week	
COMPANY ADDRESS:	WERE YOU SELF EMPLOYED IN THIS POSITION: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION:
BUSINESS TELEPHONE: ()	SUPERVISOR:	
DATES OF EMPLOYMENT: FROM: TO:	DUTIES:	

NAME OF COMPANY:	EMPLOYMENT STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____Hours per week	
COMPANY ADDRESS:	WERE YOU SELF EMPLOYED IN THIS POSITION: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION:
BUSINESS TELEPHONE: ()	SUPERVISOR:	
DATES OF EMPLOYMENT: FROM: TO:	DUTIES:	

NAME OF COMPANY:	EMPLOYMENT STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____Hours per week	
COMPANY ADDRESS:	WERE YOU SELF EMPLOYED IN THIS POSITION: <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION:
BUSINESS TELEPHONE: ()	SUPERVISOR:	
DATES OF EMPLOYMENT: FROM: TO:	DUTIES:	

Notice to Applicant: The information given on this application is subject to verification. In order to prevent any unnecessary return of your application, we request your cooperation by providing us with information that will help us contact you by telephone if needed.

Business Phone: () Home Phone: () Alternate: ()

I hereby affirm that I have accumulated a total of _____ points as indicated on the reverse side of this supplement. I further certify that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

Applicant Signature _____ Date _____



APPLICANT NAME (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

Unique ID Number

**Combined Experience as a Licensed Real Estate Salesperson
and Equivalent Experience in General Real Estate Business
Instructions for Completing Supplement C**

You must accumulate a minimum of **3500** points to qualify for a broker’s license based on combined experience in General Real Estate Business and Licensed Real Estate Salesperson Experience. Applicants must also possess at least two years of experience in the real estate business equivalent to that of an active real estate salesperson.

1. You must complete both sides of Supplement A for all licensed salesperson activity of less than one year. Please disregard the minimum point requirement indicated in Supplement A.
2. You must complete both sides of Supplement B for all equivalent experience in general real estate business. Please disregard the minimum point requirement indicated in Supplement B.
3. After completing Supplements A and B, use the following table for computing your total combined experience.

Enter in the box at right your qualifying points earned from Licensed Salesperson Activity (from the Total Qualifying Points box on Supplement A). <i>Multiply by two.</i> Enter this number in the box at the far right.		X 2	
Enter in the box at right your qualifying points earned from Equivalent Experience in General Real Estate Business (from the Total Qualifying Points box on Supplement B).			
Add your qualifying points from Licensed Salesperson Activity and Equivalent Experience in General Real Estate Business and enter in the box at right. This is your total qualifying points earned.			

IMPORTANT — You must earn at least **3500** total points (from Supplement A and Supplement B) to qualify under combined experience. Please be sure that Supplement A and Supplement B are completely filled out.