



Application for Real Estate Salesperson's Reciprocal License

This is a sample application for information purposes only.

DO NOT PRINT THIS AND SUBMIT IT TO THE ALABAMA REAL ESTATE COMMISSION.

A license application will be given to you at the test center upon passing the examination.

INSTRUCTIONS

- A. Attach an official "Certificate of Licensure" form (License History-**NOT A COPY OF YOUR REAL ESTATE LICENSE**) showing you hold a current License (one that was not obtained by reciprocity) in another state. **THIS CERTIFICATION MUST HAVE BEEN ISSUED WITHIN 120 DAYS OF OUR RECEIPT OF THIS APPLICATION.**
- B. **Fees for ACTIVE or INACTIVE license status:** Submit one check made payable to the Alabama Real Estate Commission.
1. **License Fee:**
\$170.00 for license issued between 10/01/2008 and 09/30/2009
\$ 85.00 for license issued between 10/01/2009 and 09/30/2010
 2. **Criminal Records Search Fee:** \$25.00
(The attached Criminal History Information Release Form **MUST** be completed and submitted with this application.)
 3. **Research and Education Fee:** \$30.00
 4. **Recovery Fund Fee:** \$30.00
If you paid this fee previously upon obtaining an active Alabama Salesperson's license, **do not pay it again.** Do not pay this fee if license is to be issued to inactive status. Submit only at time of license activation.
- C. **In addition to the fees, attach the following:**
1. A recent 2" x 2" photograph to top right corner. It must have been taken within the past year.
 2. Attach proof of minimum age requirement of 19 years old. You may submit a copy of a valid driver's license, U.S. passport, birth certificate, or any other document acceptable to the Alabama Real Estate Commission.
 3. Proof of residency in your state of domicile. Document with **ONE** of the following: copy of driver's license, car tag receipt, deed to home, lease agreement on a home or residential apartment, property tax bill, or voter's registration card.
 4. Proof of U.S. Citizenship, permanent resident alien, or being legally present in the United States. Acceptable documentation is:
 - (a) Driver license or non-driver identification issued by any state of the United States; or,
 - (b) Birth certificate issued by any state in the United States; or,
 - (c) Permanent Resident Card, commonly known as a "green card"; or,
 - (d) Any visa issued by the United States; or,
 - (e) Any other documentation issued by the United States indicating legal presence in the United States.
- D. **You may not engage in real estate business until your license is received by your qualifying broker.**



Application for Real Estate Salesperson's Reciprocal License

LASTNAME, FIRSTNAME
12345 MAIN STREET
ANYWHERE, AL 12345

CANDIDATE ID:	123456789	EXAMINATION DATE:	10/15/2009
DATE OF BIRTH:	12/31/1970	EXAMINATION RESULTS:	PASS
SEX:	FEMALE	EXAMINATION SCORE:	73
HOME PHONE:	(123) 123-1234	EXAMINATION TYPE:	RECIPROCAL SALESPERSON
BUSINESS PHONE:			

RELEASE - KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, am licensed by or registered with and/or applicant for licensure by or registration with the State of Alabama Real Estate Commission, hereinafter called AREC, which said entity is charged by law with ascertaining that persons engaged in the real estate business are trustworthy, bear a reputation of honesty and truthfulness, and have not been convicted of a felony or any criminal offense involving moral turpitude. The premises considered, I do hereby voluntarily and knowingly expressly waive and relinquish any and all rights, created by or growing from any state or federal law related to or dealing with the right to privacy and/or the confidentiality of any governmental records, files, or information pertaining to me, to which, except for this waiver, I would be entitled. This waiver is specifically intended to protect the Alabama Department of Public Safety, hereinafter called ADPS, and any other governmental entity which may provide information about me to AREC. I hereby expressly authorize ADPS to release and provide to AREC all information, records or files pertaining to me and the same shall not be restricted to records which indicate a final conviction of a criminal charge. Finally, in further consideration of the premises, I agree for myself, my heirs, executors and administrators, that no suit, claim, or legal action of any kind will ever be brought against any ADPS official or personnel for having provided AREC with any files, records, or data pertaining to me.

Legal Signature of Applicant _____ Dated: _____

Applicant's Social Security Number: _____

(NOTE: PLEASE PRINT ALL ANSWERS IN INK OR USE TYPEWRITER.)
All questions must be answered fully. Failure to do so will result in delay and/or denial of your application.

1. Full Name _____ Home Phone: _____

2. List name as you want it to appear on license: _____

3. Residence Address: _____ City: _____ State: _____ Zip: _____

4. Mailing Address: _____

5. Email Address: _____

6. Presently Employed By: _____ Phone: _____

7. Date of Birth: _____ (Submit documentation of age) Race: _____ Sex: _____
 Month Day Year

8. Name your state of residence: _____ Length of Residence: _____

9. Check how you are documenting being a U.S. citizen or legally present in the United States. Driver's license or non-driver I.D.
 U.S. birth certificate permanent resident card visa issued by the U.S. Other _____

10. Have you ever been denied a real estate license or has a real estate license held by you ever been revoked? Yes No
 If so, attach explanation on separate sheet of paper giving details and dates.

11. The following questions do not refer to arrests or convictions as a juvenile or youthful offender. The information requested is limited to felonies and crimes involving moral turpitude. Examples of moral turpitude are shoplifting and worthless checks. HAVE YOU EVER BEEN:

- | | | | |
|--------------------------------------|--|--------------------------|--|
| (a) Arrested? | <input type="checkbox"/> Yes <input type="checkbox"/> No | (d) Fined? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) Indicted? | <input type="checkbox"/> Yes <input type="checkbox"/> No | (e) Imprisoned? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (c) Convicted of a criminal offense? | <input type="checkbox"/> Yes <input type="checkbox"/> No | (f) Placed on Probation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

IF YES TO ANY OF THE ABOVE, GIVE COMPLETE EXPLANATION ON ADDITIONAL SHEET AND ATTACH TO APPLICATION



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BUSINESS PHONE:			

12. IF YOU ARE NOT A RESIDENT OF THE STATE OF ALABAMA, you must agree to and sign the following:

I, as a nonresident applicant for a real estate license and as a licensee, agree that the Alabama Real Estate Commission shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any county of the State of Alabama.

I hereby appoint the Executive Director or the Assistant Executive Director of the Alabama Real Estate Commission as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that any service upon my agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability remaining in the State of Alabama. I understand that my agent shall, within a reasonable time after service upon him or her, mail a copy of the service by certified mail, return receipt requested, to me at my last known business address.

I agree that I am bound by all the provisions of the Alabama Real Estate License Law the same as if I were a resident of the State of Alabama.

Legal Signature of Applicant _____

CHECK ONE OPTION:

Issue license to: **Active Status** **Inactive Status**

■ **If license will be issued to inactive status, do not complete the following section. Proceed to Affidavit.**

ALABAMA BROKER, OR BROKER APPLICANT, UNDER WHOM YOU WISH TO BE LICENSED MUST COMPLETE THE FOLLOWING:

"In my opinion this applicant is honest, trustworthy and of good reputation, and I hereby accept responsibility of any actions of this licensee under the provisions of the Alabama Real Estate License Law."

1. Alabama Qualifying Broker's Name (Please Print) _____

2. Alabama Qualifying Broker's Signature _____

FOR QUALIFYING BROKERS ONLY: I understand and agree that if my place of business is in Alabama, I may not have any Alabama licensees under me, unless I am in a position to actually supervise them on a full-time basis as required by law. Simply put, my licensees and I must be in the same place

3. Alabama Company Name (as appears on license) _____

4. Company License Number (PLEASE STATE ACCURATELY) _____

5. Company Telephone Number _____



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AFFIDAVIT

INSTRUCTIONS: This affidavit must be completed and signed as part of your application for either a reciprocal broker or salesperson license whether active or inactive.

NAME OF APPLICANT (Please Print) _____,
 being duly sworn, deposes and says I am the applicant named above and, I have read the application with the answers noted thereon. The answers are true to my knowledge, except as to any matter stated to be upon information and belief, and as to such matter I believe it to be true, and I personally signed this affidavit. I further verify that I knowingly and willingly signed the release statement contained on the first page of this application form. I give permission to the staff of the commission to have access to such education, employment, law enforcement, and other records as are necessary to verify or contradict the information I have provided.

I have read and I understand the Alabama Real Estate License Law and Alabama Real Estate Commission Rules. I will comply with their provisions, including:

- Meeting continuing education requirements at license renewal time by submitting proof of completion of Alabama approved courses or supplying a copy of my active license in another state.
- Complying with all requirements for license renewal because my license expires on the date shown on my license certificate.
- Complying with requirements for change of business or home address.
- Complying with license change (transfer) procedures.
- Complying with RECAD.

I understand this list does not include all the provisions and requirements of the law and rules as they apply to me, but these are most commonly missed by reciprocal licensees.

(Signed) _____
 Legal Signature of Applicant