

## **APPLICATION FOR VACATION TIME-SHARING SALES LICENSE**

### **Instructions**

**Please READ CAREFULLY before completing. Complete this form online and print for submission OR print the form and complete it in black or blue ink.**

The examination fee for the Vacation Time-Sharing sales examination is \$75.00, payable by certified check, cashier's check, or money order to the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106.

- I. Instructions for the Time-Sharing Sales Application. APPLICATION DEADLINE: Application will be accepted by the Commission up to 30 days before the date the examination is scheduled.
- II. Applicants for vacation time-share sales examination must meet the following requirements.
  - Applicant is at least 19 years of age.
  - Be a resident citizen of the United State of America or possess lawful permanent resident status issued by the US Department of Homeland Security Citizenship and Immigration Services.
  - Bear a good reputation for honesty and truthfulness.
  - Not have been convicted of any criminal offense involving moral turpitude or of any felony.
- III. All applicants for Alabama Vacation Time-sharing License are required to submit a completed form ABI-46 Alabama Bureau of Investigation Criminal History Information Release Form. Vacation Timesharing License applications received without form ABI-46 will be returned for noncompliance.
- IV. Residence in the state of Alabama is no longer required for time-sharing applicants. When filling out the application form, you should show your actual residence address and provide PROOF OF RESIDENCY AT THIS ADDRESS. All applicants must provide proof of residency for their "residence address" only.
- V. Additional Information:
  - The Alabama vacation time-sharing sales examination will be held at least monthly. Applicants will be notified of the date, time and location of the examination.
  - Any applicant supplying false or incomplete information on his/her application will cause a delay in processing the time-share sales application.
  - The examination is composed of 50 items and examinees have one hour and fifteen minutes to complete the exam. Examinees are not allowed to leave the examination room once the examination begins.
  - Forty of the exam items relate to the vacation time-share sales law and the 10 remaining concern general law of contracts. The minimum score for passing is 70 percent.
  - Study materials for the time-sharing exam should include sections 34-27-3 and 34-27-38 of the Alabama Real Estate Law as well as Rule 790-X-2-.19, the Alabama Vacation Time-Sharing Sales Law, and a comprehensive book or chapter on general contract law.

The following are textbooks that have comprehensive chapters on general contract law:

*Modern Real Estate Practice* by Galaty, Allaway & Kyle, Dearborn Real Estate Education. Chicago, Illinois 60606

*Real Estate Fundamentals* by Wade E. Gaddy, Jr. and Robert E. Hart, Dearborn Real Estate Education. Chicago, Illinois 60606

Place Current  
Photo

2" x 2"

Here

## APPLICATION FOR VACATION TIME-SHARING SALES LICENSE

INSTRUCTIONS: Mail application and form ABI-46 with \$75 exam fee (Cashier's Check, Money Order, or Certified Check only) and proof of residency (driver's license, car tag receipt, deed to home, or voter registration card). Complete all questions. Failure to do so will result in delay and/or denial of your application.

Pursuant to 34-27-66 of the Code of Alabama, 1975, as last amended, the undersigned hereby submits the following application for Time-Share sales license.

Name (First/Middle/Last) \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Employer \_\_\_\_\_

Employer's Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Are you a permanent resident of Alabama?  Yes  No How many years have you resided in Alabama \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If naturalized, provide Naturalization Certificate Number \_\_\_\_\_

If you are not a citizen, you must provide your Alien Registration Number \_\_\_\_\_

Have you ever applied to the Alabama Real Estate Commission for a real estate time-sharing sales license or any other Real Estate Commission prior to this application?  Yes  No Was license granted?  Yes  No If no, provide explanation below:

Name the state(s) in which you have held any type of real estate license(s) and dates held

Have you ever had a real estate, time-sharing or professional license revoked or suspended?  Yes  No

If yes, provide details and dates: \_\_\_\_\_

Name of the time-share project you plan to represent once your license is granted

Employer Name and Mailing Address (including city/state/zip)	Supervisor's Name	Beginning and Ending Dates of Employment

HAVE YOU EVER BEEN:

Arrested?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Fined?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Indicted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Imprisoned?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Convicted of a Criminal Offense?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Placed on Probation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### RELEASE

KNOW ALL MEN BY THESE PRESENTS, I, the undersigned, am licensed by or registered with and/or an 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 person 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 of 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 the AREC. I hereby expressly authorize ADPS to release and provide to AREC any and 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 officials or personnel for having provided AREC with any files, records, or data pertaining to me.

As an applicant for licensure by the Alabama Real Estate Commission, I hereby give my permission for the staff of the Commission to have access to such educational, employment, law enforcement and other records as are necessary to verify or contradict the information which I have provided herein.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FOR ABI USE ONLY

**CRIMINAL HISTORY INFORMATION RELEASE FORM**  
**ABI-46 (Revised 04-15-03)**

**This Form MUST be completed and included with your application for an Alabama Real Estate License.**

**SECTION 1.**

**Type or print legibly**

**(\*) Required Information**

\_\_\_\_\_  
Last Name\*

\_\_\_\_\_  
First Name\*

\_\_\_\_\_  
Middle Name\*

\_\_\_\_\_  
All other names used\*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
MM\* DD\* YYYY\*

**[Date of Birth]**

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Race\*

\_\_\_\_\_  
Sex\*

\_\_\_\_\_  
Telephone\*

**SECTION 1.A.**

**AFFIDAVIT FOR RELEASE OF INFORMATION**

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Name of Witness (1)

\_\_\_\_\_  
Name of Witness (2)

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

[ FOR AREC USE ONLY ]

**SECTION 2.**

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

\_\_\_\_\_  
Name & Address of Requesting Agency, Applicant or Authorized Agent\*

\_\_\_\_\_  
Signature & Social Security Number of Applicant or Person to receive results\*

\_\_\_\_\_  
Date

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Detach these instructions before submitting this form with your application.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted, Telephone (including Area Code).

**Use these codes for race:**

**(A) – Asian**, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

**(B) – Black**, includes Negro, Colored and Afro-American.

**(H) – Hispanic**, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

**(I) – American Indian**, includes Alaskan native and Eskimo.

**(O) – Other**, includes numeric abbreviated phrases (i.e., 1, 2, 3 etc.), “C”, “Unk” and all other phrases not listed.

**(W) – White**, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed.

The *signature* must be notarized **or** witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will **receive** the processed criminal history information and be responsible for its security.

**(\*) Required Information**