



STATE REAL ESTATE COMMISSION
PO Box 2649
Harrisburg PA 17105-2649

Phone Number 717-783-3658
Fax Number: 717-787-0250
www.dos.pa.gov/estate

BROKER SOLE PROPRIETOR- STANDARD INITIAL LICENSE APPLICATION

Make sure this is the most recent application by checking our website. Failure to submit a current application could result in delays while processing your application.

PLEASE READ THE FOLLOWING BEFORE PROCEEDING WITH THE APPLICATION PROCESS

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Commission shall require the applicant to submit a new application including the required fee.

In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance. All background check documents cannot be older than 90 days from the date of issuance.

Failing to answer any questions or providing false answers may result in the refusal of a license or subsequent disciplinary action once the license is issued.

SOCIAL SECURITY NUMBER DISCLOSURE: NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.

Licenses are not forwarded. Provide your current address to receive correspondence from the Commission. It is the applicant's responsibility to inform the Commission of an address or name change within ten (10) days of the change. Refer to the "Name/Address Change" form located on our website.

INSTRUCTIONS

1. The application responses must either be typed or printed in blue or black ink.
2. For currently licensed Pennsylvania brokers, you do not need to submit the exam results, a state police background check or the broker recommendations. If you are an associate broker, upon issuance of your sole proprietor broker's license, your associate broker's license will become inactive.
3. Members of a real estate association or organization may use a name that connotes membership in the association/organization, provided that membership is continued.
4. If you are practicing under a fictitious name, that name must first be registered with the Pennsylvania Corporation Bureau. Questions about fictitious names should be directed to the Corporation Bureau online at www.dos.pa.gov/corps.
5. Recommendations – Have one broker licensed by the PA Real Estate Commission attest to your reputation for honesty, trustworthiness, integrity, and competence and two other, unrelated persons who own property in the county where you reside attest to your reputation for honesty, trustworthiness, integrity, and competence.

APPLICATION CHECKLIST

Attach the following documents to this application:

- Check or money order made payable to the Commonwealth of Pennsylvania:** Application fees are non-refundable and non-transferable. Initial Licensure \$169.50 – Includes \$94.50 licensure fee and \$75.00 application fee.

 - Real Estate Recovery Fund Fee - If you have **NEVER** been issued a Pennsylvania Real Estate License please add \$10 to the total fee due = \$179.50
 - All fees are NON-REFUNDABLE regardless of whether a license is issued. A \$20.00 processing fee will be charged for any returned unpaid check.

- Criminal Background Check completed by the State Police where the applicant resides and dated within 90 days of the date this application is received in the Commission office.**

 - **If you have a current Pennsylvania license, it is not necessary for you to obtain a background check.**
 - **If you reside in Pennsylvania,** background checks may be obtained online at: <https://epatch.state.pa.us>
 - If you reside outside of Pennsylvania, you must obtain a background check from the State Police in that state.
 - The background check must contain the Applicant's **date of birth and social security number.**
 - The background check must either state "**No Record**" or "**Record Exists.**" Background checks that reflect "**Pending**" "**Under Review,**" or "**Under Request**" cannot be submitted. Questions regarding the status of a background check must be directed to the State Police.
 - If "**Record Exists**"—submit **originals** of the following for EACH conviction:
 - The conviction summary information provided by the State Police;
 - Certified copies of court documents;
 - Letter from the probation office, dated within 90 days, indicating current probationary status/completion date;
 - Police incident reports;
 - Employment History (resume);
 - Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
 - A signed and dated reference letter from the employing broker, on the company's letterhead, indicating that the broker is aware of all conviction(s) and is willing to hire the applicant;
 - Two signed and dated character references from individuals who are not related to or residing with the applicant.

- Photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration (if applicable)** - Fictitious names may not be false, misleading, or deceptive.

- Examination** (if applicable) - A passing score on the Pennsylvania (state) portion and the national (general) portion of the broker examination within the past three years OR in lieu of the national (general) portion of the examination have been licensed and active as a real estate broker in another jurisdiction within the past five years.

- Certification of Licensure** (if applicable) – If you hold a current license from another state, or have been licensed within the last 5 years in another state, a Certification of Licensure or Letter of Good Standing can be submitted in lieu of scores for the national portion of the examination, provided you passed the national portion of the examination in the other state.

- ❑ **Bank Escrow Verification Letter** – Sole proprietorships must have an escrow account, regardless of whether the account will be used. The broker must be an authorized signatory on the account. Applicants must submit an original letter from their bank verifying the entity name and identifying authorized signatories on the account.

- ❑ **Documentation regarding discipline (if applicable)**

PROCESSING INFORMATION

- You should maintain a copy of this application until a license has been issued.
- Please see the Commission's website www.dos.pa.gov/estate for additional information about licensure and application requirements.
- To check the status of your application or to apply online visit www.mylicense.state.pa.us

**YOU MAY NOT PRACTICE UNTIL YOU HAVE RECEIVED TEMPORARY
AUTHORIZATION FROM THE INSPECTOR AFTER PASSING INSPECTION.**

**A \$55.00 RE-INSPECTION FEE WILL BE CHARGED WHENEVER THERE IS A
FAILED INSPECTION.**



STATE REAL ESTATE COMMISSION
PO Box 2649
Harrisburg PA 17105-2649

Phone Number 717-783-3658
Fax Number: 717-787-0250
www.dos.pa.gov/estate

BROKER SOLE PROPRIETOR-STANDARD LICENSE APPLICATION

1. Applicant's Legal Name: _____

2. Applicant's Trade Name: _____

3. Applicant's Office Address: _____
(Street)

(City) (State) (Zip)

4. Applicant's Home Address: _____
(Street)

(City) (State) (Zip)

5. Applicant's Email Address: _____

Check here if you would like to receive communications regarding your application via email. If you check this box, please be sure to add ra-realestate@pa.gov to your address book.

6. Applicant's Social Security Number: ____ - ____ - _____

7. Applicant's Date of Birth: ____ / ____ / _____

8. Office Phone Number: (____) _____ - _____

9. Phone Number where the Broker can be contacted directly: (____) _____ - _____

10. Does the exterior sign list the name under which the entity is doing business? No Yes

11. Does the office have a location where business can be conducted in a confidential manner?
 No Yes

12. Where is the office located? A commercial building A private dwelling

13. If located in a private dwelling, does the office have a separate entrance from the dwelling?
 No Yes

14. Does the office have an escrow account? No Yes

APPLICANT BACKGROUND INFORMATION:

15. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction? No Yes

16. If you answered yes to the above question, please provide the profession and state or jurisdiction. Please do not abbreviate the profession. _____

- 17. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline? No Yes
- 18. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction? No Yes
- 19. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction? No Yes
- 20. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court. No Yes
- 21. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction? No Yes

Disciplinary action includes any revocation, suspension, voluntary surrender, reprimand, probation, civil penalty or any restriction in practice. If any disciplinary action has been taken against any license in any state, submit all documentation about the disciplinary action.

Conviction includes a finding or verdict of guilt, an admission of guilt, a plea of nolo contendere or receiving probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitation Disposition in the disposition of criminal charges. Only felony and misdemeanor convictions must be reported to the Commission. If a conviction has occurred in any state that has not yet been reported to the Commission, submit all documentation about the conviction. If you answered "Yes" to any of the disciplinary or conviction questions, provide complete details as well as certified copies of relevant documents to the Commission office.

BROKER RECOMMENDATION

I, being a duly licensed real estate broker in the state of Pennsylvania, do hereby certify that the above applicant bears a good reputation for honesty, trustworthiness, integrity, and competency, and I recommend that a real estate broker sole proprietor - standard license be granted to the applicant.

(Broker's Signature) (Broker's License Number) (Date)

(Broker's Address)

REAL ESTATE OWNER RECOMMENDATION

I, the undersigned resident of _____ county, real estate owner not related to the above applicant, do hereby certify that the applicant bears a good reputation for honesty, trustworthiness, integrity, and competence.

(Real Estate Owner's Signature) (Real Estate Owner's Address) (Date)

(Real Estate Owner's Signature) (Real Estate Owner's Address) (Date)

APPLICANT'S CERTIFICATION

By submitting this information, I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa.C.S. § 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

(Applicant's Signature)

(Date)