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

CEMETERY BROKER OF RECORD – 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

Licensees who wish to use and advertise a nickname for their first name shall include the nickname on their licensure applications or biennial renewal applications.

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. If you are a currently licensed PA broker applying for licensure as broker of record for a corporation or partnership that is **already licensed** in this Commonwealth:
   a. The corporation or partnership must obtain a resignation letter from the former broker of record, to be submitted with this application; AND
   b. The new broker of record must be identified as a signatory on the escrow account, replacing the former broker of record. A letter from the bank confirming this change must be submitted with this application; AND
   c. The new broker of record may start practicing upon submission of this application.

3. If you are applying for licensure as broker of record for a corporation or partnership ship that is **not already licensed** in this Commonwealth, a completed application for a Broker (Corp LLC Partner) license must also be submitted.

4. If you hold an active license issued by the PA Real Estate Commission, you do not need to submit a state police background check.

5. If you hold a current PA salesperson license, it will become inactive upon issuance of your broker license.

6. 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.**
- **$119.50 –** Includes $94.50 licensure fee and $25.00 application fee.
- If you have NEVER held another Pennsylvania real estate license, ADD $10.00 for the recovery fund fee = $129.50
- 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 reside in Pennsylvania, background checks may be obtained online at: https://epatch.state.pa.us
- If you reside outside the state 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.

☐ **Exam Results -** From the testing service evidencing a passing score on both portions of the salesperson licensing examination within 3 years of the date this application is received in the Commission Office **–** Applicants who have held a current license from another state within the last 5 years must provide proof of passing the state portion of the examination. They are not required to retake the national portion of the examination.

☐ **Certification of Licensure/Letter of Good Standing –** 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. The Certificate/Letter MUST be dated within 90 days of the date this application is received in the Commission office.

- ☐ **Documentation regarding discipline (if applicable)**. If your real estate license in another state or other professional license in any state has been the subject of discipline, submit all documentation related to the disciplinary action.

- ☐ **Resignation Letter (if applicable) -** From previous broker of record

- ☐ **Escrow Letter (if applicable) -** Verifying that the previous broker of record has been removed as a signatory, and that the new broker of record has been added.

PROCESSING INFORMATION

- Licenses are mailed to the employing broker's main office address.
- 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 THE COMMISSION ISSUES YOUR LICENSE

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CEMETERY BROKER OF RECORD-STANDARD INITIAL LICENSE APPLICATION

1. Applicant's Legal Name: _____

2. Applicant's Nickname (if applicable): _____

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

_____
(City) (State) (Zip)

4. 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.

5. Applicant's Social Security Number: __ __ __ - __ __ - __ __ __ __

6. Applicant's Date of Birth: __ __ / __ __ / __ __ __ __

7. Applicant's Phone Number: (__ __ __) __ __ __ - __ __ __ __

BROKER INFORMATION AS IT APPEARS ON THEIR LICENSE

8. Employing Broker's Office Name: _____

9. Employing Broker's Office License Number: _____
(If license has not yet been issued, write "pending.")

APPLICANT BACKGROUND INFORMATION:

10. 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

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

12. 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

13. 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

14. 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

15. 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

16. 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.

RECOMMENDATIONS

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's 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 herby 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)