



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 and CEMETERY BROKER (CORP LLC PARTNER) REACTIVATION APPLICATION STANDARD AND RECIPROCAL

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.

To qualify for a reciprocal license, you must meet both of the following requirements:

1. Hold a current, active equivalent broker license in another state, having been so obtained by examination in a state that has entered into a reciprocal agreement with this Commission.
2. Your principle place of business is in another state.

Note: You must maintain a current license in your primary state in order to renew your reciprocal Pennsylvania license. You are required to notify the Commission within 30 days of any change to your primary license. If your primary license is not active at the time of renewal, you cannot renew, and must apply for a standard license by completing the application for Broker (CORP LLC PARTNER) Standard.

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.

INSTRUCTIONS

1. The application responses must either be typed or printed in blue or black ink.
2. 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.
3. Questions about corporate filings or fictitious names should be directed to the Pennsylvania Corporation Bureau online at www.dos.pa.gov/corps.

APPLICATION CHECKLIST

Attach the following documents to this application:

- Check or money order made payable to the Commonwealth of Pennsylvania.**
 - **Reactivation of an Expired License - \$201.00**
 - **\$5.00 per month late fee, if applicable.** (If the business operated while expired submit an additional \$5.00 per month)
 - 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.
- Photocopy of the Pennsylvania Corporation Bureau-approved Articles of Incorporation** (for corporations), **Certification of Registration** (for partnerships), or **Certificate of Authority** (for out of state entities).

- ❑ **Completed broker of record application**
- ❑ **Photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration (if applicable)** - Fictitious names may not be false, misleading, or deceptive.
- ❑ **Bank Escrow Verification Letter** – All entities must have an escrow account, regardless of whether or not the account will be used. The broker of record must be an authorized signatory on the account. Applicants must receive a letter from their bank verifying the entity name and identifying authorized signatories on the account.
- ❑ **Certification of Licensure (if applicable)** – If the entity maintains its office in another state, a Certificate of Licensure or Letter of Good Standing from that state’s Real Estate Commission must be submitted. The Certification must be dated within 90 days of the date the application is received in this office.

PROCESSING INFORMATION

You should maintain a copy of this application until a license has been issued.

Please see the Commission’s website, www.dos.state.pa.us/estate, for additional information about licensure and application requirements.

To check the status of your application, go to www.licensepa.state.pa.us

STANDARD LICENSE APPLICANTS - YOU MAY NOT PRACTICE UNTIL YOU HAVE RECEIVED TEMPORARY AUTHORIZATION FROM THE INSPECTOR AFTER PASSING INSPECTION.

RECIPROCAL LICENSE APPLICANTS – YOU MAY NOT PRACTICE UNTIL AFTER A LICENSE HAS BEEN ISSUED.

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



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BROKER (CORP LLC PARTNER) REACTIVATION APPLICATION

SELECT APPLICATION TYPE:

- BROKER (CORP LLC PARTNER) STANDARD** **BROKER (CORP LLC PARTNER) RECIPROCAL**
- CEMETERY BROKER (CORP LLC PARTNER) STANDARD**

1. Entity Name: _____

2. Entity's Trade Name: _____

3. Entity's Address: _____
(Street)

(City) (State) (Zip)

4. Previously held license number: _____

5. Has the entity provided real estate services while its license was inactive or expired?
 No Yes – When: ___ / ___ / _____ to ___ / ___ / _____

6. Name of proposed Broker of Record: _____

7. License Number of Broker of Record (if applicable): _____
If license has not yet been issued, write "pending."

8. Office website address: _____

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

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'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)