

IOWA REAL ESTATE COMMISSION
1920 SE Hulsizer Road, Ankeny, IA 50021-3941
Telephone (515) 281-7393
www.state.ia.us/irec

Application for an Individual License

INSTRUCTIONS

1. A completed application can be sent in any time after an applicant has begun the criminal history background check **through the Iowa Real Estate Commission**. For questions concerning the background check contact Sandy Malek by e-mail at sandy.malek@iowa.gov.
2. Complete the entire application. Incomplete applications will be returned unprocessed.
3. The salesperson license fee is \$125.00; the broker license fee is \$170.00. Attach check, money order or provide the required credit card information. Applications received prior to the completion of the background check will be processed with the license being held by the commission. Once the background is completed, reviewed and accepted, a license will then be issued to the employing broker. A license will be issued for three calendar years from the date the application is processed, counting the remaining portion of the year issued as one full year. During the time the license is held by the Commission, the applicant is not **authorized to perform any acts that require an active Iowa license**, unless he/she currently holds an active Iowa salesperson license.
4. Attach the pass notice(s) from the testing service with the application (not applicable for persons applying by reciprocity), certification of completion of the required pre-license course(s) (not applicable to persons applying under Rule 5.3 or by reciprocity), proof of 12 hours of Buying Practices, 12 hours of Listing Practices, 12 hours Developing Professionalism and Ethical Practices (not applicable to persons applying under Rule 5.3 or by reciprocity) and proof of Iowa errors and omissions insurance. **Reciprocity applicant:** Additional information and instructions are available upon request or from our website: www.state.ia.us/irec.
5. **Broker applicant:** return your active Iowa salesperson license with the application, if applicable. If you are converting from a salesperson to a broker and have never renewed as a salesperson, attach proof of completion of the following courses: Buying Practices, Listing Practices and Developing Professionalism and Ethical Practices (not applicable for reciprocity or Rule 5.3.)
6. Filing deadlines are **ABSOLUTE**. Completed applications **MUST BE FILED WITH THE COMMISSION BY THE LAST WORKING DAY OF THE SIXTH MONTH FOLLOWING THE QUALIFYING REAL ESTATE EXAMINATION AND WITHIN 210 DAYS OF THE BACKGROUND CHECK**.
7. If application is for a broker license as a proprietor, partner or officer of a new corporation (see #8), a trust account "Consent to Examine" or "Affidavit" form must be submitted. Forms may be obtained from our website: www.state.ia.us/irec.
8. Partnerships, corporations and LLC's engaged in real estate brokerage **must** apply for a separate firm license. Applications may be obtained from our website: www.state.ia.us/irec.
9. Applicants who reside outside of Iowa must complete the "Nonresident Consent" section of the application.
10. The data provided on the application is required by the Iowa Fair Information Practices Act. Information regarding the release of public records and the procedures for maintaining confidential records is available in Iowa Administrative Rules 193 - Chapter 13 or upon request from the Iowa Real Estate Commission office.
11. **Falsification of this application will subject the applicant to the penalties of Chapter 543B.29(1), Code of Iowa (fraud in procuring a license). A license can be revoked or suspended based on a false statement or submission in procuring a license, Chapter 543B.15(5), Code of Iowa.**

CHECKLIST

Have you included:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | all pages of the application | <input type="checkbox"/> | salesperson license if applicable |
| <input type="checkbox"/> | check for the correct fee | <input type="checkbox"/> | notarization of your signature |
| <input type="checkbox"/> | the correct credit card information | <input type="checkbox"/> | signature and notarization of employing broker |
| <input type="checkbox"/> | proof of the three 12 hour classes | <input type="checkbox"/> | all the information required |
| <input type="checkbox"/> | pass notice(s) | <input type="checkbox"/> | proof of E & O insurance in Iowa |
| <input type="checkbox"/> | education completion certificate(s) | <input type="checkbox"/> | |

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License #: _____ (for office use only)

APPLICATION FOR AN INDIVIDUAL LICENSE

4. This application is for a (*check one*)

- Salesperson \$125.00
 Broker \$170.00

1. Name (*Please print*)

Birth Date

5. Qualification for this license by (*check one*)

- Examination Date of exam: _____
 Rule 5.3 Date of exam: _____
 Reciprocity

2. Home address (Do not use a P.O. Box)

Street _____

City _____

State _____ Zip _____ - _____

Phone (_____) _____ - _____

E-mail

Address _____

6. Name and principal business address of the broker or firm under which you expect to do business:

Broker Name _____

Business Name _____

Street _____

City _____

State _____ Zip _____ - _____

Phone (_____) _____ - _____

3. If applying for a broker license, you will do business as: (*check one*)

- Proprietor Partner*
 Officer of a corp.* Broker associate

*Please attach legal proof of title as Officer or Partner

7. Firm named in #6 is (*check one*)

Iowa license number:

- Proprietorship B _____
 Partnership F _____
 Corporation F _____
(includes LLC)

8. Yes No Have you been denied a real estate license in any state within twelve (12) months prior to the date of this application? If yes, give details. (*Attach additional sheets if necessary.*)

9a. Yes No Have you had a real estate license revoked in any state within two (2) years prior to the date of this application? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

9b. Yes No Have you had a real estate license revoked in any state at any other time? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

9c. Yes No Have you ever had any other type of professional license revoked in any state? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

9d. Yes No Has disciplinary action of any other type ever been taken against you by any state board or similar licensing body, any governmental agency before which you practiced real estate or any other profession, or any professional organization of which you are a member? If yes, attach a complete and detailed explanation of each occurrence including the date of the disciplinary action; the profession and license involved; the state in which the disciplinary action occurred; the board, body, agency or organization which took the action; and the grounds upon which the disciplinary action was taken.

9e. Yes No Have you ever voluntarily surrendered a professional license at a time when a license disciplinary action was pending against you or you were under investigation by a state board or similar licensing body, governmental agency or professional organization regarding the license surrendered? If yes, attach a complete and detailed explanation of each occurrence including the date of the voluntary surrender; of the professional license involved; the state in which the license was surrendered; the board, body, agency or organization to which the license was surrendered; and the nature of the disciplinary action or investigation in progress at the time the license was surrendered.

9f. Yes No Are there any real estate or other professional license disciplinary actions currently pending against you in any state? If yes, attach a complete and detailed explanation of each action including the date commenced; the state where the action is pending; the type of license involved; the board, body, agency or organization taking the action; and the nature of the charges. You will need to supplement this answer to provide the disposition of each pending action once known.

10a. Yes No Have you ever been convicted of a felony or misdemeanor criminal offense? (other than scheduled traffic violations - a conviction of operating while intoxicated [OWI] is **NOT** a scheduled traffic violation and **MUST** be disclosed) A "conviction" includes a guilty plea, a deferred judgment prior to discharge, and a finding of guilt by a judge or jury. If yes, attach a complete and detailed explanation of each conviction including the date of conviction, the name and location of the court, the nature of each charge (for example: felony, aggravated misdemeanor, etc.), the sentence imposed, and whether you have satisfied all terms of the sentence. **ALL convictions must be disclosed regardless of the date when entered or whether the criminal record has been expunged.**

10b. Yes No Are there criminal charges now pending against you? (other than scheduled traffic violations) If yes, attach a complete and detailed explanation of each charge including the date of arrest or charge, the arresting agency, the nature of each charge, the type of each charge (for example: felony, aggravated misdemeanor, etc.) and the name and location of the court. You will need to supplement this answer to provide the disposition of each pending charge once known.

11. List all states in which you are **now licensed** or **have ever been licensed** as a real estate broker, salesperson, or apprentice salesperson (include Iowa). List the state, type of license and dates. *(Attach additional sheets if necessary.)*

12. List **all** places where you were employed or engaged in any type of business for a period of 60 days or more including dates. Please account for the past 5 years. *(Attach additional sheets if necessary.)*

13. **NON-RESIDENT CERTIFICATION**
I HEREBY APPOINT the Chairperson of the Iowa Real Estate Commission as my agent in the State of Iowa upon whom process of pleadings may be served for and on my behalf as registered agent within the meaning of Chapter 543B.23, Code of Iowa. Such appointment shall be deemed to be and is irrevocable.

_____ Date _____

Applicant's Signature

14. STATE OF _____)
COUNTY OF _____)

BROKER MUST SIGN AND ACKNOWLEDGE THIS AFFIDAVIT

I HEREBY RECOMMEND that a license be issued to the applicant and I certify that this applicant will be associated with this firm and as employing broker, I will accept responsibility for the applicant's activities as required by Iowa Code Chapter 543B and the rules of the Commission.

Broker's Signature & License Number _____
Date _____

Subscribed and sworn before me this _____ day of _____ 20 _____

Signature of Notary Public _____

15. STATE OF _____)
COUNTY OF _____)

APPLICANT MUST SIGN AND ACKNOWLEDGE THIS AFFIDAVIT

I HEREBY CERTIFY that I have not violated the provisions of the license laws of any state other than violations revealed in this application. I **FURTHER CERTIFY** that I have reviewed and am familiar with and will be bound by the Iowa license law and rules of the Commission, and that I personally completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Subscribed and sworn before me this _____ day of _____ 20 _____

Signature of Notary Public _____

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Privacy Act Notice: Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18

Social Security Number: _____

Payment enclosed - check or money order payable to: Iowa Real Estate Commission

Please charge my: MasterCard Visa Discover (These are the only cards accepted.)

(check one)

Salesperson \$125.00

Broker \$170.00

Credit Card Number _____

Expiration date: _____ / _____

Name on credit card (please print) _____

Signature: _____