



# APPLICATION FOR LICENSE FOR REAL ESTATE BROKER

## NORTH DAKOTA REAL ESTATE COMMISSION

P.O. BOX 727

BISMARCK, NORTH DAKOTA 58502-0727

SFN 12159 (5/05)

FOR OFFICIAL USE ONLY	
Date Granted	_____
Test Code	_____
License Mailed	_____
License No.	_____
Receipt No.	_____

- Application must be carefully and legibly printed or typed and personally prepared by applicant. Every question must be answered or the application will be returned for completion.
- Non-refundable application fee of \$120 payable to the North Dakota Real Estate Commission must accompany application.
- Education certificates must accompany form.

- Application to Issue Real Estate License (Form No. 12164).
- Certificate of Errors and Omissions Insurance indicating North Dakota coverage.
- Certificate of Licensure or History of License from state in which license is held.

\* If applying for reciprocal license, please include the following documents:

- Do not submit education certificates.
- Real Estate Education, Research & Recovery Fund (Form No. 12165) along with fee of \$20, unless previously paid.

Documents to be submitted prior to issuance of license:

- Original score report(s) from AMP;
- Application to Issue Real Estate License (Form No. 12164);
- Certificate of Coverage of Errors and Omissions Insurance, and
- Real Estate Education, Research & Recovery Fund (Form No. 12165) along with fee of \$20, unless previously paid.

In compliance with the provisions of Chapter 43-23, NDCC and Rules and Regulations, I hereby make application for a real estate license. In support of this application, the statements contained in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which he/she does not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in the light of the circumstances under which it was made, false or misleading with respect to any material fact.

Date of Application \_\_\_\_\_

Mr.

Ms.

1. Name of Applicant

First	Full Middle	Last
-------	-------------	------

2. Resident Address

Street Address	City	County	State	Zip Code + 4
Mailing (if different from above) P.O. Box	City	State	Zip Code + 4	

3. Social Security Number -- 4. Age  5. Date of Birth Mo. Day Yr. 6. Place of Birth City State

7. Home Telephone  Business Telephone  Business Fax No.  E-mail  Web Site

8. I, the applicant intend to operate as (check only one)

Resident  Non-resident

(check only one)

<input type="checkbox"/>	Acting Broker/Officer for Corporation	Name of Corporation	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	Acting Broker/Officer for Limited Liability Company	Name of Limited Liability Company	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	Acting Broker/Officer for Partnership	Name of Partnership	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	An individual Proprietorship	Trade Name if Any					
<input type="checkbox"/>	An Associate Broker in the employ of another Broker	Name of Employing Broker	Street Address	City	County	State	Zip Code + 4

9. Describe your employment during the past five years - list present employment first (enclose sheet if needed).

1.	Name of Company	Street Address	City	State	Phone ( )
	Position	Duties	From Mo./Yr.	To Mo./Yr.	
2.	Name of Company	Street Address	City	State	Phone ( )
	Position	Duties	From Mo./Yr.	To Mo./Yr.	
3.	Name of Company	Street Address	City	State	Phone ( )
	Position	Duties	From Mo./Yr.	To Mo./Yr.	
4.	Name of Company	Street Address	City	State	Phone ( )
	Position	Duties	From Mo./Yr.	To Mo./Yr.	

10. (a) Have you ever had or applied for a license as a real estate broker or salesperson in North Dakota?  YES  NO

(b) What years	(c) Broker	(d) Salesperson
----------------	------------	-----------------

11. (a) Have you ever applied for or received a real estate salesperson or broker's license in any other state?  YES  NO

If so, list appropriate information below.

Years	State	Type of License	Firm Name in which License was issued

(b) Was your application or license in any of the above states ever denied, withdrawn, revoked or suspended?  YES  NO

(c) If "yes" 

Which State?	Date
--------------	------

Explain fully, giving exact dates, places, parties involved and full details. Use a separate sheet of paper and attach to application.

12. Have you ever been issued any type of license other than real estate (insurance, securities, architect, law, CPA, etc.) by a state or public authority in North Dakota or any other state?  YES  NO

If "yes", list appropriate information below.

Name of State	Type of License	License No.	When Issued

Have any of the above licenses issued by a state or public authority ever been denied, suspended or revoked?  YES  NO

If "yes", attach a supplementary statement of the facts causing action.

13. Have you ever been engaged in litigation, either as plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years, or are you now engaged in such litigation?  YES  NO

If "yes", give full details including date and name of court.

14. Have there ever been any legal or administrative proceedings commenced in which you were involved as a party in which fraud, misrepresentation, or improper practice was charged against you?  YES  NO

If "yes", give full details including date and name of court.

15. Have you ever been charged with, arrested for, or convicted of a felony?  YES  NO

If "yes", give full details including date and name of court.

16. Have you ever been a party defendant in any misdemeanor proceedings? (Do not include traffic violations.)  YES  NO

If "yes", give full details including date and name of court.

17. Have you ever been convicted of, plead guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses?  YES  NO

If "yes", give full details including date and name of court.

18. Have you ever been fully adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this state or any other state or of the United States, whether or not sentence was imposed?  YES  NO

If yes, provide the date, offense, court location, and case number.

19. Are you now under arrest for a criminal offense or are any criminal charges pending against you?  YES  NO

If "yes", state where, giving exact date and full details on separate sheet.

20. Do you have any unpaid court judgments, mechanics liens or Federal or State tax liens against you in North Dakota or elsewhere? (IF "YES", PROVIDE NAME OF CREDITOR, AMOUNT, DATE, CURRENT BALANCE, AND A COMPLETE EXPLANATION.)  YES  NO

21. Have you ever filed a Petition in Voluntary Bankruptcy, or has an Involuntary Petition in Bankruptcy been filed against you? If "yes," furnish the following: (1) Statement giving date and name of the court; cause or situation creating filing of bankruptcy and amount of money involved, and (2) a copy of the Final Discharge of Bankruptcy.  YES  NO

22. Do you understand that making a false representation in an application shall be cause for the Commission to take disciplinary action, including suspension or revocation against such licensee pursuant to the License Law?  YES  NO

23. Do you understand that the division of a commission with an unlicensed broker or salesperson is cause for the suspension or revocation of your license?  YES  NO

24. Do you understand that the commingling of personal funds with trust funds constitutes grounds for suspension or revocation of a broker's license?  YES  NO

25. Do you understand that a change of address of your place of business without notification to the Real Estate Commission may result in cancellation of your license?  YES  NO

26. Have you read and do you understand the North Dakota Real Estate License Law and the Administrative Rules of the Real Estate Commission?  YES  NO
27. Do you understand that the fees submitted with this application are non-refundable?  YES  NO
28. Do you understand that any insufficient funds check issued to the North Dakota Real Estate Commission for broker application fee is grounds for denial of license?  YES  NO
29. Do you understand that associate broker and salesperson licenses must be kept in your custody and immediately returned by you to the Real Estate Commission upon termination of association with you?  YES  NO

## STATEMENT OF QUALIFICATIONS

1. Every applicant for a license as a real estate broker shall have either:
- a. Been actively engaged as a licensed real estate salesperson for a period of at least two years, preceding the date of application; or
  - b. Shall have had experience as determined by the Commission to be substantially equal to that which a licensed real estate salesperson would ordinarily receive during a period of two years.
2. Each applicant for a broker's license shall also successfully complete a total of ninety (90) hours of prelicensure education prior to sitting for the licensing examination.
30. In compliance with the above, I base my qualifications on either a or b. Please check the section under which you intend to qualify and provide the necessary information as requested.
- a.  I have been actively engaged as a licensed real estate salesperson for a period of two years preceding the date of this application. ("Actively engaged" shall mean that the applicant must have devoted his/her full time as a licensed real estate salesperson.)
1. I have been actively engaged as a real estate salesperson in North Dakota for at least \_\_\_\_ years prior to the date of this application.
  2. I have been actively engaged as a real estate broker  or salesperson  in another state for at least \_\_\_\_ years prior to the date of this application.
  3. Approximate number of hours spent by applicant each week in the real estate business: # \_\_\_\_.
  4. Approximate number of listings I have personally obtained during the past 2 years: # \_\_\_\_.
  5. Approximate number of closed transactions wherein I personally obtained the sales contract during the past 2 years: # \_\_\_\_.
  6. Have you been gainfully employed in another business full time or part time while working in the real estate business? Explain.


7. Check the areas in which you performed most of your work.

- Subdivision Lots                       Residential (new construction)                       Residential (resales)                       Commercial or Income
- Farms and Ranches                       Property Management

- b.  I request a waiver of the two-year salesperson apprenticeship based upon equivalent experience substantially equal to that which a licensed real estate salesperson would ordinarily receive during a period of two years. (Verified proof of your qualifications and experience such as supporting letters, documents, etc., must accompany this application for your request of waiver to be favorably considered.)

## REAL ESTATE COURSES COMPLETED

31. Each applicant shall furnish the North Dakota Real Estate Commission with evidence that he or she has successfully completed a minimum of ninety (90) classroom hours of education in a course of study approved by the Commission by completing the following information and attaching a CERTIFICATE or GRADE TRANSCRIPT to the application.

Title of Course	School	Date Completed

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE EXECUTING THIS APPLICATION**

It is specifically understood by the undersigned applicant that any misrepresentation or false statement or fraud in, or in connection with, this application shall be cause for denial of a license or suspension or revocation of any license that may hereafter be issued and I hereby waive any defense based on a statute of limitations should a hearing based on irregularities in the application ever be held by the Commission.

By signing this application, I hereby authorize any person or public or private institution having any information relating to my character, business or personal dealings, credit worthiness, or any other items of information which may bear on my qualifications for the issuance of a license, to release such information to the Commission or its duly authorized representatives, and I hereby agree to hold harmless any such person or institution from any liability for the release of such information. The undersigned applicant further authorizes all law enforcement agencies and officials thereof to release to the North Dakota Real Estate Commission any and all criminal history record information pertaining to said applicant.

\_\_\_\_\_  
(Signature of Applicant)

**(APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC, OR OFFICER AUTHORIZED TO ADMINISTER OATHS, THE FOLLOWING AFFIDAVIT)**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_



**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, being first duly sworn on oath say that I am the applicant above named, that I have personally prepared the foregoing application, and that the same is true to the best of my knowledge and belief.

**Sign here** \_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

**(AFFIX SEAL)**

My commission expires: \_\_\_\_\_, \_\_\_\_\_.

**The North Dakota Real Estate Commission reserves the right to go outside of this application for information as to the applicant's trustworthiness and competency, and other qualifications to act as a licensed real estate broker.**