Print Form

Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
(512) 936-3000 www.trec.texas.gov

Application for a Real Estate Broker License

Supplement A-Qualifying Experience Report for a Broker License

Applicant Name (ENTER NAME EXACTLY AS SHOWN ON APPLICATION PAGE 1)

Last First Middle License Number

Instructions for Completing Supplement A

You must accumulate at least 3600 points to qualify for a broker's license based on experience as a real estate licensee. An applicant must also be actively licensed as a real estate salesperson or broker for a minimum period of **48 months** during the **60 months preceeding** the **date the application is filed**. For calculation purposes the experience period runs from the **date the application is filed** and should be listed in reverse chronological order beginning with the year the application is filed.

1. **Only experience gained during the period beginning 60 months before the date the broker application is filed may be used for this report.**
2. **Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that category for each year.**
3. **Add the points earned for each category to arrive at your total points for that category.**
4. **Add the points earned for each year to arrive at your total points per year. You must have at least one category or transaction type for each year for at least 4 years.**
5. **Enter the total figure on the Total Qualifying Points line. You should have at least 3600 final qualifying points.**
6. **You must file "Supplement B" to receive credit for experience earned after the application is filed.**
7. **If you are unable to obtain sufficient documentation and/or signatures to support your claim for experience, you must file TREC No. AFF-A, Affidavit in Lieu of Documentation and/or Signature and two TREC No. AFF-B, Affidavit in Support of Applicant's Claim of Experience each signed by a different individual familiar with your circumstances.**
8. **Examples of documentation that supports experience may include executed contracts, listing agreements, HUD1s, etc.**

You must complete the entire experience report to report your qualifying experience including broker signature(s) and verification.
Points earned for experience must be calculated below.

CATEGORY OR TRANSACTION TYPE	POINT VALUE x # OF TRANSACTIONS	=	TOTAL POINTS EARNED PER CATEGORY PER YEAR					=	TOTAL POINTS EARNED
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		
Residential: *Single Family, Condo, Co-op unit, Multi family (1 to 4 unit)*									
1. CLOSED PURCHASE OR SALE - with improvements.....	300 X TRANSACTIONS PER YEAR	=						=	
2. EXECUTED LEASE LANDLORD OR TENANT - new, renewal or extension.....	50 X TRANSACTIONS PER YEAR	=						=	
3. PROPERTY MANAGEMENT - Rent collections per property/per year.....	25 X TRANSACTIONS PER YEAR	=						=	
4. EXCLUSIVE LISTINGS.....	10 X TRANSACTIONS PER YEAR	=						=	
5. BUYER REPRESENTATION AGREEMENTS.....	10 X TRANSACTIONS PER YEAR	=						=	
TOTAL NUMBER OF POINTS EARNED PER YEAR									

CATEGORY OR TRANSACTION TYPE	POINT VALUE x # OF TRANSACTIONS	=	TOTAL POINTS EARNED PER CATEGORY PER YEAR					=	TOTAL POINTS EARNED
			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		
Commercial: *Apartments (5 units or more), Office, Retail, Industrial, Mixed Use, Hotel, Parking Facility, Specialty, Other*									
6. CLOSED PURCHASE OR SALE.....	450X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
7. EXECUTED LEASE LANDLORD OR TENANT - new, renewal or extension/ per year.....	50 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
8. PROPERTY MANAGEMENT - Rent collections per property/per year.....	100 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
9. LISTINGS.....	10 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
10. BUYER REPRESENTATION AGREEMENTS.....	10 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
	TOTAL NUMBER OF POINTS EARNED PER YEAR		_____	_____	_____	_____	_____		
Farm and Ranch: *Farm and Ranch with residence, improved, or unimproved*									
11. CLOSED PURCHASE OR SALE-Unimproved Lot Contract.....	25 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
12. CLOSED PURCHASE OR SALE-Farm and Ranch Contract.....	300 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
13. EXCLUSIVE LISTINGS.....	10 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
14. BUYER REPRESENTATION AGREEMENTS.....	10 X TRANSACTIONS PER YEAR	=	_____	_____	_____	_____	_____	=	_____
	TOTAL NUMBER OF POINTS EARNED PER YEAR		_____	_____	_____	_____	_____		
Brokerage Branch Office or Team Management *(at least 1 agent supervised; written designation required)*									
15. 20 points per month (maximum of 1200 points).....		=	_____	_____	_____	_____	_____	=	_____
	TOTAL NUMBER OF POINTS EARNED FOR ALL YEARS LISTED		_____	_____	_____	_____	_____		

SUM OF TOTAL POINTS EARNED FOR EACH CATEGORY = TOTAL QUALIFYING POINTS ON SUPPLE MENT A [ ]

NOTE: You must have at least one transaction type per year for 4 of the 5 years (one listing, rent collection, closing, management, etc.)

EMPLOYMENT HISTORY

Salesperson Experience - I was actively engaged as a licensed real estate salesperson as indicated below:

Broker's Name, Address and Telephone Number	License Number	FROM MM/ YYYY	TO MM/ YYYY

Notice to Applicant: The information given on this application is subject to verification. In order to prevent any unnecessary return of your application, we request your cooperation by providing us with information that will help us contact you by telephone or email if needed.

Business Number _____ Home Number _____ Alternate Number _____ Email address _____

CERTIFICATIONS

All claimed transactions are subject to verification. In order to claim experience points, the applicant must be able to provide documentation, such as an executed contract, listing agreement, or HUD 1, which clearly demonstrates the active participation of the applicant in each transaction. If the applicant is unable to provide documentation and/or obtain the sponsoring broker's signature the applicant must attest to that using a separate verification, Affidavit in Lieu of Documentation and/or Signature, TREC Form No. _____. In addition, the applicant must submit two of the TREC forms entitled "Affidavit in Support of Applicants Claim of Experience" each signed by a different individual familiar with the applicant's circumstances.

Failure to provide satisfactory supporting documentation when requested may result in denial of the application and/or disciplinary action initiated against the applicant and broker.

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Applicant Signature/Date _____ Broker Signature/Date _____

Additional Affirmations if Necessary:

We, the undersigned, jointly certify that the named applicant has accumulated a total of _____ points as indicated in the preceding qualifying experience report. We further certify that the information given above is true to the best of our knowledge and belief. We understand that any material misstatement made may result in the revocation or suspension of the license, if issued, as well as any existing license of the applicant and/or the broker.

Applicant Signature/Date _____ Broker Signature/Date _____

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Applicant Signature/Date _____ Broker Signature/Date _____

The information and certifications on this page must be supplied for each broker who sponsored the applicant during the periods being reported on the experience report.