



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)

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Last
First
Middle
License Number

**Instructions for Completing Supplement A**

You must accumulate at least 360 points to qualify for a broker's license based on experience as a real estate license holder. An applicant must also be actively licensed as a real estate sales agent or broker for a minimum period of **4 years** during the **5 years preceding 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 5 years before the date the broker application is filed may be used for this report. You must have performed at least one transaction per year for at least 4 of the last 5 years.
2. Multiply the number of transactions performed by the point value indicated to arrive at the points earned for that transaction type.
3. Add the points earned for each transaction type to arrive at your total points for that category.
4. Enter the total figure on the Total Qualifying Points line. You should have at least 360 qualifying points.
5. You must file "Supplement B" to receive credit for experience claimed after the application is filed.
6. You must maintain documentation to support your claim for experience, which may include executed contracts, settlement statements, etc., that clearly demonstrate your active participation.
7. You must complete the entire experience report to document your qualifying experience including broker signature(s) and verification.

CATEGORY AND TRANSACTION TYPES	NUMBER OF TRANSACTIONS PER YEAR					TOTAL NUMBER OF TRANSACTIONS		POINTS EARNED PER TRANSACTION		TOTAL POINTS EARNED
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5					
<b>Category: Residential</b>										
<i>Single Family, Condo, Co-op Unit, Multi-family (1 to 4-unit), Apartment Unit Lease</i>										
1. Closed Purchase or Sale - improved property.....	_____	_____	_____	_____	_____	= _____	x	30	=	_____
2. Closed Purchase or Sale - unimproved residential lot.....	_____	_____	_____	_____	_____	= _____	x	30	=	_____
3. Executed Lease - Landlord or Tenant - new.....	_____	_____	_____	_____	_____	= _____	x	5	=	_____
4. Property Management - per property.....	_____	_____	_____	_____	_____	= _____	x	2.5	=	_____
<b>Category Total</b>										_____

CATEGORY AND TRANSACTION TYPES	NUMBER OF TRANSACTIONS PER YEAR					TOTAL NUMBER OF TRANSACTIONS	POINTS EARNED PER TRANSACTION	TOTAL POINTS EARNED	
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5				
<b>Category: Commercial</b> <i>Apartment (5+ units), Office, Retail, Industrial, Mixed Use, Hotel, Parking, Specialty, Other</i>									
5. Closed Purchase or Sale - improved property.....	_____	_____	_____	_____	_____	= _____	x 50	= _____	
6. Closed Purchase or Sale - unimproved commercial lot.....	_____	_____	_____	_____	_____	= _____	x 50	= _____	
7. Executed Lease - Landlord or Tenant - new, renewal, or extension..	_____	_____	_____	_____	_____	= _____	x 10	= _____	
8. Property Management - per property.....	_____	_____	_____	_____	_____	= _____	x 15	= _____	
<b>Category Total</b>								_____	
<b>Category: Farm and Ranch, Unimproved Land</b> <i>Farm and Ranch (with residence, improved, or unimproved) or Unimproved Land</i>									
9. Closed Purchase or Sale - improved property.....	_____	_____	_____	_____	_____	= _____	x 30	= _____	
10. Closed Purchase or Sale - unimproved property.....	_____	_____	_____	_____	_____	= _____	x 30	= _____	
11. Executed Lease - Landlord or Tenant - new.....	_____	_____	_____	_____	_____	= _____	x 5	= _____	
12. Property Management - per property.....	_____	_____	_____	_____	_____	= _____	x 5	= _____	
<b>Category Total</b>								_____	
<b>Category: Brokerage Team Management, Delegated Supervision</b> <i>Written delegation by broker required; at least 1 agent supervised</i>									
13. Number of Months per Year as a Delegated Supervisor.....	_____	_____	_____	_____	_____	= _____	x 12	= _____	
<b>Category Total</b>								_____	
<b>Total Number of Transactions Claimed Per Year</b>						= _____	<b>Total Transactions Claimed</b>		
<b>Sum of Total Points Earned for Each Category = Total Qualifying Points on Supplement A</b>									

## TRANSACTION IDENTIFICATION LIST

You must complete and attach a separate spreadsheet listing the following information for each transaction claimed in this experience report:

Transaction Date	Category	Transaction Type	Property Address or Description	MLS Number (if applicable)	Role in Transaction
					<ul style="list-style-type: none"> <li>• Listing Agent</li> <li>• Buyer/Tenant Agent</li> <li>• Property Manager</li> <li>• Brokerage Manager/Supervisor</li> </ul>

## EXPERIENCE HISTORY

Sales Agent Experience - I was actively engaged as a licensed real estate sales agent as indicated below:

Broker's Name, Address and Telephone Number	License Number	From MM/YYYY	To MM/YYYY

The information given on this application is subject to verification. In order to prevent any unnecessary return of your application, please provide 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, settlement statements, etc., 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. AFF-A. In addition, the applicant must submit two of the TREC forms entitled "Affidavit in Support of Applicants Claim of Experience", TREC Form No. AFF-B, 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 \_\_\_\_\_

*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 \_\_\_\_\_

*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.*