



TEXAS REAL ESTATE COMMISSION

P.O. Box 12188

Austin, Texas 78711-2188

www.trec.texas.gov (512) 936-3000

APPLICATION FOR BROKER LICENSE BY AN INDIVIDUAL

(PLEASE READ ALL INFORMATION CAREFULLY)

THIS FORM IS FOR AN INITIAL BROKER LICENSE.

DO NOT USE THIS FORM TO RENEW AN EXPIRED BROKER LICENSE OR TO REINSTATE A BROKER LICENSE PREVIOUSLY HELD.

1. To obtain an active Texas real estate broker license, a person must: (1) satisfy the current experience requirements, (2) satisfy current education requirements, (3) complete and file an application, (4) take and pass an examination, and (5) meet the moral character requirements for a license. If the applicant's fingerprints are on file for TREC a subsequent background check will be conducted. Detailed license requirements can be found online at www.trec.texas.gov/licenses/brokerapp.asp.

2. **Each license holder is required by law to have fingerprints on file with the Department of Public Safety (DPS) for TREC to satisfy the statutory requirement for honesty, trustworthiness, and integrity. Fingerprints on file for other agencies will not be accepted.** For more information on fingerprinting requirements, including how to schedule an appointment, please visit www.trec.texas.gov.

An applicant previously fingerprinted for TREC must pay a subsequent background check fee.

A license will not issue until fingerprint requirements have been met and a background check has been cleared.

3. Answer each question completely and provide copies of all supporting documentation, including course completion documents and experience reports, as necessary. An incomplete application may be rejected and returned or require additional processing time. The Commission may request, either prior to or after licensure, documentation to substantiate any or all of the experience claimed by an applicant. Failure to promptly provide the requested documentation or proof, or false claims of experience are grounds to deny the application, or suspend or revoke an applicant's current license.

4. **ALL REQUIRED FEES MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to the Texas Real Estate Commission. **DO NOT PAY WITH CASH.** Save the paper filing fee by submitting this application online. The applicable fees listed below must be submitted with the application:

TREC application Fee	\$150.00
Texas Online Fee	\$5.00
Real Estate Center at TX A&M	\$140.00
Subsequent Background Check Fee	\$27.00 (If previously fingerprinted for TREC)
Recovery Fund Fee	\$10.00
Paper Filing Fee	\$20.00

ALL FEES LISTED ABOVE ARE NONREFUNDABLE

5. Once the complete application is received and processed and education and experience requirements are satisfied, the applicant will be notified of eligibility to sit for the examination. License examinations are administered by a national testing service contracted by TREC. The exam eligibility notification will have instructions for contacting the exam administrator and obtaining a copy of the Candidate Handbook. The Candidate Handbook contains information about the examination, study material, and instructions for making an exam reservation.

6. If the applicant has defaulted on a student loan with the Texas Guaranteed Student Loan Corporation (TG) and is not currently making payments under a repayment agreement, contact the Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100, Telephone: 1- 800-252-9743, BEFORE filing an application. State law prohibits renewing a license after a license holder has defaulted on a student loan guaranteed by TG unless the license holder has entered into a repayment agreement with TG. An application or renewal may be rejected if TG has notified the agency that the applicant has defaulted on a student loan.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN ONE (1) YEAR OF THE FILING DATE, THE APPLICATION WILL EXPIRE.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect

10. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? Yes No
- (b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state? Yes No
- (c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold in this state or any other state? Yes No

If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>

11. Are there any unpaid judgments against you? Yes No

If the answer is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>

12. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.) Yes No
- (b) Have you ever been placed on parole, probation or community supervision (also known as deferred adjudication) regardless of whether the case was dismissed or you were discharged? Yes No
- (c) Are there any criminal charges pending against you? Yes No

If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>

13. Have you ever acted, or attempted to act, as a real estate broker or sales agent or appraiser in this state or in any other state at a time when not properly licensed?(Include all periods in which you acted either before obtaining a license or after a license may have expired.) Yes No

If the answer is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>

14. List below all names (maiden, aliases, nicknames, etc.) by which you have been known.

_____	_____
_____	_____
_____	_____

15. Assumed business name or dba (if any):

16. Attach photocopies of transcripts or course completion certificates with this application to satisfy the education requirements. Retain the original documents for your personal files. The documents that are submitted with this application will not be returned to the applicant.

NOTE

State law prohibits an agency from renewing a license if a license holder has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the license holder has entered into a repayment agreement with TG. YOU SHOULD CONTACT TG BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. A renewal may be declined if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, Texas 78683-3100 Telephone: 1-800-252-9743**

STATEMENT OF BROKER APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I am a legal resident of Texas. I certify that I have examined this application and the answers given are true, correct and complete. I understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of my license. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. I CERTIFY THAT I WILL NOT PERFORM ANY ACT OF A REAL ESTATE BROKER UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY POSSESSION.

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

_____ Date

_____ Applicant's Signature

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