



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

Application for a Real Estate Broker License

Supplement B-Qualifying Experience Report for a Broker License After an Application has Been Filed.

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

Last

First

Middle

License Number

Instructions for Completing Supplement B

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 for this form begins on the **date the application is filed**.

1. Only experience gained during the period after 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 per year.
3. Add the points earned for each category to arrive at your total points for Supplement B.
4. Add the points reported under Supplement A to arrive at your total points.
5. Enter the total figure on the Total Qualifying Points line. You should have at least 360 final qualifying points.
6. You must file "Supplement A" to receive credit for experience earned before the application is filed.
7. You must maintain documentation to support your claim for experience, which may include executed contracts, settlement statements, etc., that clearly demonstrate your active participation.
8. You must complete the entire experience report to document your qualifying experience including broker signatures(s) and verification.

CATEGORY OR TRANSACTION TYPE	TOTAL NUMBER OF TRANSACTIONS		POINTS EARNED PER TRANSACTION		TOTAL POINTS EARNED
<i>Category: Residential</i>					
<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	=	_____
Category Total					_____

CATEGORY OR TRANSACTION TYPE	TOTAL NUMBER OF TRANSACTIONS		POINTS EARNED PER TRANSACTION		TOTAL POINTS EARNED
<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	=	_____
Category Total					_____
<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	=	_____
Category Total					_____
<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	=	_____
Category Total					_____

Total Number of Points Earned for This Time Period \_\_\_\_\_

Total Points From Supplement A \_\_\_\_\_

Total Qualifying Points (Must be at least 360 Points)

TRANSACTION IDENTIFICATION LIST

You must complete and attache a spreadsheet listing the following information for each transaction claimed to 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.*