



Sales Agent License by Current or Previous Broker Information Sheet

IF YOU ARE NOW LICENSED AS A BROKER OR WERE LICENSED AS A BROKER DURING THE PRECEDING TWO YEARS, THE ATTACHED FORM SHOULD BE USED TO APPLY FOR A SALES AGENT LICENSE.

BREAK DOWN OF FEES	
TREC Application Fee	120.00
Real Estate Center at TX A&M	20.00

ALL FEES ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION. An application submitted without the appropriate fees will be rejected and returned. All fees should be paid by a single **cashiers check, personal check, or money order** payable to TREC. **DO NOT PAY WITH CASH.**

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- The applicant must have fingerprints on file with the Department of Public Safety (DPS) for TREC in order to satisfy the statutory requirement for honesty, trustworthiness, and integrity. **Fingerprints on file for other agencies will not be accepted.** Additional information on fingerprinting requirements, including how to schedule an appointment, is available at www.trec.texas.gov.
- All requirements for a license must be met within one year of the application filing date, or the application terminates.
- This application is for an INACTIVE sales agent license. Inactive sales agents are not authorized to act as real estate agents.

After an inactive sales agent license has been issued, follow these steps to receive an ACTIVE Sales Agent license:

- Complete required CE hours and ensure the hours are posted to your license record. A list of TREC approved CE providers can be found at the TREC website at www.trec.texas.gov.
- Find a Texas real estate broker holding an active license to be your sponsor. Utilize the Relationship Management Tool (RMT) by accessing "My License Services" account from www.trec.texas.gov to send a sponsorship request to an active broker. You may search active brokers by name, region, or license number.

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



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

APPLICATION FOR:

REAL ESTATE SALES AGENT LICENSE BY CURRENT OR PREVIOUS BROKER

FEE	RECEIPT NUMBER	AMOUNT	\$TYPE	App #	File #
Application Fee		\$140.00		Entity #	License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

This application is for an **INACTIVE** sales agent license. Once an inactive license has been issued, you must obtain an active license under the sponsorship of a licensed broker to practice real estate brokerage.
A current broker license must be surrendered before a sales agent license is issued.

1. Applicant's Full Name:

 Last First Middle

2. Broker License Number: _____ 3. License Expiration Date: _____
 MM/DD/YYYY

4. Applicant's Mailing Address and Contact Information: (Post Office Box may be used)

 Number, Street and Apt. No.

 City State Zip Code

FAX Number: _____ Phone Number: _____

email: _____

5. Date of Birth:

 Month Day Year

6. Sex: (check one)

☐ M
☐ F

7. Ethnic Group:

☐ Black ☐ Hispanic ☐ White ☐ Asian
☐ Other (specify): _____
☐ Decline to respond (default answer)

8. (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 <https://www.trec.texas.gov/forms/background-history-form>

9. 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 <https://www.trec.texas.gov/forms/background-history-form>

<p>10. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(c) Are there any criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at https://www.trec.texas.gov/forms/background-history-form</i></p>
<p>11. 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.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If the answer is YES, you must complete the applicable sections of the Background History Form located at https://www.trec.texas.gov/forms/background-history-form</i></p>
<p>12. List below all names (maiden, aliases, nicknames, etc.) by which you have been known.</p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>
<p>13. 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.</p>

STATEMENT OF SALES AGENT APPLICANT

I certify that I am eighteen (18) years of age or older and that I am a citizen of the United States or a lawfully admitted alien. 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 after a license has issued. 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 UNDERSTAND THAT I MAY BE REQUIRED TO PASS AN EXAMINATION TO BE RE-LICENSED AS A BROKER.

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. I CERTIFY THAT IF I AM NOT CURRENTLY LICENSED OR I SURRENDER A CURRENT BROKER LICENSE, I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALES AGENT UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.

Date Signed

Signature of Applicant