

MAILING ADDRESS:
TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188



OFFICE ADDRESS:
TEXAS REAL ESTATE COMMISSION
1101 Camino La Costa
Austin, Texas 78752
Telephone: (512) 459-6544 or
1-800-250-TREC (8732)

APPLICATION FOR INACTIVE SALESPERSON LICENSE

(PLEASE READ ALL INFORMATION CAREFULLY)

DO NOT USE THIS FORM IF YOU WERE LICENSED AS A TEXAS BROKER OR SALESPERSON IN THE PAST SIX YEARS. CONTACT TREC FOR THE CORRECT FORM.

There are three steps to obtaining an active Texas real estate salesperson license.

(1) Obtain a letter from TREC attesting to satisfaction of all education requirements. The evaluation must be performed before the application for a license can be filed. To obtain an evaluation, submit a REQUEST FOR EVALUATION OF EDUCATION DOCUMENTS. A fee of **\$20.00** is required for an evaluation of education documents unless you obtained an evaluation in the past 12 months and paid the fee at that time. A copy of the request form is included with the application. Submit copies of transcripts or course completion certificates with the request for evaluation. **Do Not** submit original education documents. The current education requirements for a salesperson license are:

90 classroom hours of core real estate courses acceptable to TREC (**120 hours if the application is filed on or after January 1, 2002**). Specific core courses are required:

30 hours in Principles of Real Estate (**60 hours on or after January 1, 2002**).

30 hours in Law of Agency

30 hours in Law of Contracts

90 additional core hours or related courses (**60 hours on or after January 1, 2002**). Other core courses are: Real Estate Appraisal; Real Estate Law; Promulgated Contract Forms; Real Estate Finance; Real Estate Marketing; Real Estate Mathematics; Real Estate Brokerage; Property Management; Real Estate Investments; and Residential Inspection for Real Estate Agents.

(2) File an application for an inactive salesperson license, pass the examination, and satisfy the statutory requirement for honesty, trustworthiness and integrity. To be eligible to apply for a real estate Salesperson License, an individual must be a citizen of the United States or a lawfully admitted alien, eighteen (18) years of age or older and a legal resident of Texas.

Fees to be submitted with an application:

Application processing fee: \$67.50

Recovery fund fee: \$10.00 (if not previously paid)

License examinations are administered by Experior, a national testing service. Once the application is accepted by TREC, a Candidate Information Brochure (CIB) will be sent to the applicant. The CIB contains information about the examination, study material and instructions for making a reservation with Experior. A valid photograph ID (driver's license, etc) is required for admission to a testing site. The name on the ID must match the name on the application for a license. The examination must be passed within six months after the date the application is filed with TREC.

Contact the Texas Guaranteed Student Loan Corporation (TGSLC), P. O. Box 15996, Austin, Texas 78761-5996 or 1-800-222-6297) **BEFORE** filing an application if you have defaulted on a student loan and are not currently making payments under a repayment agreement with TGSLC. An application or license renewal may be rejected if TREC has been notified of a default on a student loan.

- (3) Arrange for a Texas real estate broker holding an active license to sponsor you as a salesperson. **Applicants and inactive salespersons are not authorized to act as real estate agents.**

While you are not required to have a sponsoring broker to file an application for a license, a sponsorship request form is included with the application materials. If you wish, you may file the sponsorship request along with the application. There is a separate \$20 fee for filing the sponsorship request. **DO NOT COMBINE THE \$20 FEE WITH ANY OTHER FEE SUBMITTED TO TREC.** Once all licensing requirements have been satisfied, TREC will send an active salesperson license to the broker, and you may act for the broker on receipt of the license.

You may also file the application and arrange for sponsorship after TREC notifies you that you have been issued an inactive license. Once a broker holding an active license has mailed a request to TREC to act as your sponsor and paid the \$20 fee, you may begin to act for the broker as a salesperson.

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**

7. Height: ____ Weight: ____	8. Sex: F M (circle one)	9. Ethnic Group: Black ____ White ____ Hispanic ____ Asian ____ Other (specify): _____
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10. Have you ever been licensed in Texas as a real estate salesperson or broker? <i>If the answer is YES, fill in the appropriate information below.</i>	Yes ____ No ____
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License Expiration Date	License Type	License Number	Exact Name In Which License Was Issued

11. Have you been licensed as a real estate salesperson or broker in a state other than Texas within the last five (5) years? <i>If the answer is YES, submit a complete license history signed by the licensing agency of the state(s) in which you were licensed.</i>	Yes ____ No ____
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12. (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 ?	Yes ____ No ____
<i>If the answer to (a), (b), or (c) is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.</i>	

13. Are there any unpaid judgments or any civil suits pending against you? <i>If the answer is YES, submit copies of all petitions and judgments and a written explanation.</i>	Yes ____ No ____
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14. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than traffic tickets.)	Yes ____ No ____
(b) Have you ever been placed on probation?	Yes ____ No ____
(c) Are there any criminal charges pending against you ?	Yes ____ No ____
<i>If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.</i>	

15. Have you ever acted, or attempted to act, as a real estate broker or salesperson 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.) <i>If the answer is YES, submit a written explanation.</i>	Yes ____ No ____
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16. List below all names (maiden, aliases, nicknames, etc.) by which you have been known

17. Provide employment history for the last five (5) years to the present date. Explain any periods of unemployment for more than thirty (30) days. If additional space is needed, attach a separate sheet of paper to complete your answer.

FROM		TO		Employer	City, State	Position
Month	Year	Month	Year			

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

The filing fee for this application is \$67.50. Most applicants also must pay a \$10 fee which is deposited into the real estate recovery fund. These fees are nonrefundable and must be submitted at the time the application is filed, TREC will reject and return an application submitted without the filing fees. Please submit ONE cashier's check, personal check, or money order for \$77.50 (\$67.50 if you have previously paid the recovery fund fee) payable to the Texas Real Estate Commission.

If a Request to Sponsor Salesperson Applicant is also being filed with the application, a SEPARATE nonrefundable fee of \$20 must be submitted. Please submit ONE cashier's check, personal check, or money order for \$20 payable to the Texas Real Estate Commission with the request form.

Attach a recent
photograph of the
Applicant here.

NOTE

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC) unless the licensee has entered into a repayment agreement with TGSLC. YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC 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 15996
Austin, Texas 78761-5996
Telephone: 1-800-222-6297

STATEMENT OF SALESPERSON 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 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 become a public record. 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 WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S 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 Signed

Signature of Applicant

IMPORTANT INFORMATION - PLEASE READ THIS CAREFULLY

1. Only fees pertaining to THIS APPLICATION should accompany this application.
2. Please ensure the following:
 - a. all information is printed in ink or typewritten;
 - b. all requested information is provided;
 - c. all questions have been answered;
 - d. all required signatures and dates of signing are in place, **do not** use signature stamps;
 - e. Photograph is attached;
 - f. all education requirements have been met; and
 - g. All fee(s) are enclosed.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING DATE, THE APPLICATION TERMINATES.

Use This Form to request issuance of an ACTIVE license for an APPLICANT
DO NOT USE TO CHANGE SPONSOR AFTER A LICENSE HAS BEEN ISSUED



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188

REQUEST TO SPONSOR SALESPERSON APPLICANT

FEE	REGISTER NUMBER	AMOUNT	\$ TYPE	TREC ID NUMBER
Sponsorship Processing Fee		\$20.00		

DO NOT WRITE ABOVE THIS LINE

Statement of Salesperson Applicant

I have applied for an inactive salesperson license. When all requirements for licensing have been satisfied, I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent for the broker until after the broker has received my active real estate salesperson license certificate from TREC.

Applicant's Name (Last, First, Middle)

Applicant's Permanent Mailing Address

City

State

Zip Code

Phone

Applicant's Social Security Number

Applicant's Signature

Date

Statement of Sponsoring Broker

I hereby certify that I hold an active Texas real estate broker license. Once the applicant named above has been issued a Texas real estate salesperson license, I agree to serve as sponsor and to be responsible for the salesperson's brokerage activities. I will not permit the applicant to practice as a real estate agent for me until I have received a salesperson license certificate from TREC showing that the applicant has been issued an active license. When all requirements for an active license have been satisfied, please issue a license reflecting my sponsorship of the salesperson.

I have enclosed the required filing fee of \$20.00. I acknowledge that the fee is nonrefundable and applies only to the request to sponsor I have filed in connection with the pending application.

NOTE: THE \$20.00 MUST BE IN A SINGLE REMITTANCE. DO NOT COMBINE WITH OTHER FILING FEES.

Sponsor's Name (Individual/Corporation/Limited Liability Company)

Sponsor's Business Address

City

State

Zip Code

Phone

Sponsor's License Number

Expiration Date

*Sponsor's Signature

Date

***For a Corporation: Signature of Designated Officer is required.
For a LLC: Signature of Designated Manager is required.**

This document is available on the TREC website at www.trec.state.tx.us