



**APPLICATION FOR LICENSE FOR REAL ESTATE BROKER**  
**NORTH DAKOTA REAL ESTATE COMMISSION**  
 P.O. BOX 727  
 BISMARCK, NORTH DAKOTA 58502-0727  
 SFN 12159 (03/15)

FOR OFFICIAL USE ONLY	
FBI Report Received	_____
Date Granted	_____
Test Code	_____
License Mailed	_____
License No	_____
Receipt No	_____

DIRECTIONS FOR NORTH DAKOTA RESIDENT BROKER LICENSE	DIRECTIONS FOR NON-RESIDENT BROKER LICENSE	DIRECTIONS FOR RECIPROCAL BROKER LICENSE
<p>The total fees of <b>\$128</b> can be paid in one check payable to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <b>Every question must be answered</b> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$120</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> <li>Education certificates for 90 hours of broker level education must accompany form.</li> </ol>	<p>The total fees of <b>\$128</b> can be paid in one check payable to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <b>Every question must be answered</b> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$120</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> <li>Original Certificate of Licensure or History of License from all state(s) in which a license currently is or has been held. The certificate must be dated within 30 days of application.</li> <li>Consent to Suit by non-resident applicant for broker's license form.</li> <li>Non-resident applicants must take the state portion of the North Dakota license examination once applicant is approved.</li> </ol>	<p>The total fees of <b>\$148</b> can be paid in one check payable to the NDREC.</p> <ol style="list-style-type: none"> <li>Application must be legibly printed or typed and personally prepared by applicant. <b>Every question must be answered</b> or the application will be returned for completion.</li> <li>Non-refundable application fee of <b>\$120</b> payable to the North Dakota Real Estate Commission must accompany application.</li> <li>Submit Credit Report fee of <b>\$8</b> made payable to North Dakota Real Estate Commission.</li> <li>Submit Personal Authorization for Criminal Record Inquiry form.</li> <li>Application to Issue Real Estate License (Form No. 12164).</li> <li>Real Estate Education, Research &amp; Recovery Fund (Form 12165) along with fee of <b>\$20</b>, unless previously paid.</li> <li>Consent to Suit by non-resident applicant for broker's license form.</li> <li>Original Certificate of Licensure or History of License from all state(s) in which a license currently is or has been held. The certificate must be dated within 30 days of application.</li> <li>Certificate of Coverage of Errors and Omissions Insurance indicating North Dakota coverage.</li> </ol>
<p><b>EVERY QUESTION MUST BE ANSWERED OR THE APPLICATION WILL BE RETURNED TO YOU!</b></p>		

In compliance with the provisions of Chapter 43-23, NDCC and Rules and Regulations, I hereby make application for a real estate broker license. The statements contained in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which he/she does not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in the light of the circumstances under which it was made, false or misleading with respect to any material fact.

Type of License Applied for:  Resident  Non-Resident  Reciprocal Date of Application \_\_\_\_\_

Mr.  Ms.

1. Name of Applicant	First	Full Middle	Last		
2. Resident Address	Street Address	City	County	State	Zip Code +4
Mailing (if different from above)	P.O. Box	City		State	Zip Code +4

3. Social Security Number    -   -

4. Age  5. Date of Birth    Mo. Day Yr

6. Place of Birth  City  State

7. (a)  Email

7. (b) Telephone:  Home/Cell:  Business:  Fax:

7.(c) Residence history for the past **5 years**: (Give all addresses where you have resided, accounting for the entire period. Set forth the period of time, giving month and year that you resided at each address. If additional space is needed, attach typewritten or printed schedule.)

Street Address	City	State	From Mo./Yr.	To Mo./Yr.

8. I, the applicant intend to operate as (check only one)

<input type="checkbox"/>	Acting Broker/Officer for Corporation	Name of Corporation			
	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	Acting Broker/Officer for Limited Liability Company	Name of Limited Liability Company			
	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	Acting Broker/Officer for Partnership	Name of Partnership			
	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	An individual Proprietorship	Trade Name if Any			
	Street Address	City	County	State	Zip Code + 4
<input type="checkbox"/>	An Associate Broker in the employ of another Broker	Name of Employing Broker			
	Street Address	City	County	State	Zip Code + 4

9. Describe your employment during the past **five years - list present employment first** (enclose sheet if needed). Include any periods of unemployment.

1.	Name of Company	Street Address	City	State	Phone	
	Position	Duties			From Mo./Yr.	To Mo./ Yr.
2.	Name of Company	Street Address	City	State	Phone	
	Position	Duties			From Mo./Yr.	To Mo./ Yr.
3.	Name of Company	Street Address	City	State	Phone	
	Position	Duties			From Mo./Yr.	To Mo./ Yr.
4.	Name of Company	Street Address	City	State	Phone	
	Position	Duties			From Mo./Yr.	To Mo./ Yr.

10. (a) Have you ever had or applied for a license as a real estate broker or salesperson in North Dakota?  YES  NO

(b) What years	(c) Broker	(d) Salesperson

(e) Was your application for a ND license or your ND license ever denied, withdrawn, revoked, or suspended?  YES  NO

Explain fully, giving exact dates, places, parties involved, and full details. Use a separate sheet of paper and attach to your application.

11. (a) Have you ever applied for or received a real estate salesperson or broker's license in any other state?  YES  NO

If so, list appropriate information below and submit an original license history signed by the licensing agency of the state(s) in which you are/were licensed.

Years	State	Type of License	Firm Name in which License was issued

- (b) Was your application or license in any of the above states ever denied, withdrawn, revoked or suspended?  YES  NO

(c) If "yes"

Explain fully, giving exact dates, places, parties involved and full details. Use a separate sheet of paper and attach to application.

12. (a) Have you ever been issued any type of license other than real estate (insurance, securities, architect, law, CPA, etc.) by a state or public authority in North Dakota or any other state?  YES  NO

If "yes", list appropriate information below.

Name of State	Type of License	License Number	When Issued?

- (b) Have any of the above licenses issued by a state or public authority ever been denied, suspended or revoked?  YES  NO

If "yes", attach a supplementary statement of the facts causing action.

13. Have you ever been engaged in litigation, either as a plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years, or are you now engaged in such litigation?  YES  NO

If "yes", give full details including date and name of court.

14. Have there ever been any legal or administrative proceedings commenced in which you were involved as a party in which fraud, misrepresentation, or improper practice was charged against you?  YES  NO

If "yes", give full details including date and name of court.

15. Have you ever been charged with, arrested for, or convicted of a felony?  YES  NO

If "yes", give full details including date and name of court.

16. Have you ever been a party defendant in any misdemeanor proceedings? (Do not include traffic violations)  YES  NO

If "yes", give full details including date and name of court.

17. Have you ever been convicted of, plead guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses?  YES  NO

If "yes", give full details including date and name of court.

18. Have you ever been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this state or any other state of the United States, whether or not sentence was imposed?  YES  NO

If "yes", provide the date, offense, court location, and case number.

19. Are you now under arrest for a criminal offense or are any criminal charges pending against you?  YES  NO

If "yes", state where, giving exact date and full details on separate sheet.

20. Are you currently on probation for any of the criminal offenses listed above?  YES  NO

If "yes", provide the date, offense, court location, case number, and duration of probation.

21. Do you have any unpaid court judgments, mechanics liens or Federal or State tax liens against you in North Dakota or elsewhere?  YES  NO

If "yes" provide name of creditor, amount, date, current balance, and a complete explanation.

22. Have you ever filed a Petition in Voluntary Bankruptcy, or has an Involuntary Petition in Bankruptcy been filed against you?  YES  NO

If "yes," furnish the following: (1) Statement giving date and name of the court; cause or situation creating filing of bankruptcy and amount of money involved (2) a copy of the Final Discharge of Bankruptcy.

23. Do you understand that making a false representation in an application shall be cause for the Commission to take disciplinary action, including suspension or revocation against such licensee pursuant to the License Law?  YES  NO

24. Do you understand that the division of a commission with an unlicensed broker or salesperson is cause for filed against you?  YES  NO
25. Do you understand that the commingling of personal funds with trust funds constitutes grounds for suspension or revocations of a broker's license?  YES  NO
26. Do you understand that a change of address of your place of business without notification to the Real Estate Commission may result in cancellation of your license?  YES  NO
27. Have you read and do you understand the North Dakota Real Estate License Law and the Administrative Rules of the Real Estate Commission?  YES  NO
28. Do you understand that the fees submitted with this application are non-refundable, that licenses expire on the 31st day of December each year, and that failure to renew your license and to remit the annual fee prior to the renewal deadline date will automatically cancel your license?  YES  NO
29. Do you understand that any insufficient funds check issued to the North Dakota Real Estate Commission for the broker application fee is grounds for denial of license?  YES  NO
30. Do you understand that associate broker and salesperson licenses must be kept in your custody and immediately returned by you to the Real Estate Commission upon termination of association with you?  YES  NO

### STATEMENT OF QUALIFICATIONS

1. Every applicant for a license for a real estate broker shall have either:
- a. Been actively engaged as a licensed real estate salesperson for a period of at least two years, preceding the date of application; or
- b. Shall have had experience as determined by the Commission to be substantially equal to that which a licensed real estate salesperson would ordinarily receive during a period of two years.
2. Every applicant for a broker's license shall also successfully complete a total of ninety (90) hours of pre-licensure education prior to sitting for the licensing examination.
31. In compliance with the above, I base my qualifications on either a or b. Please check the section under which you intend to qualify and provide the necessary information as requested.
- a.  I have been actively engaged as a licensed real estate salesperson for a period of two years preceding the date of this application. ("Actively engaged" shall mean that the applicant must have devoted his/her full time as a licensed real estate salesperson.)
1. I have been actively engaged as a real estate salesperson in North Dakota for at least \_\_\_\_\_ years.
2. I have been actively engaged as a real estate broker  or salesperson  in another state for at least \_\_\_\_\_ years.
3. Approximate number of hours spent by applicant each week in the real estate business: \_\_\_\_\_ hours.
4. Approximate number of listings I have personally obtained during the past 2 years: \_\_\_\_\_ listings.
5. Approximate number of closed transactions wherein I personally obtained the sales contract during the past 2 years: \_\_\_\_\_ transactions.
6. Have you been gainfully employed in another business full time or part time while working in the real estate business? Explain.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b.  I request a waiver of the two-year salesperson apprenticeship based upon equivalent experience substantially equal to that which a licensed real estate salesperson would ordinarily receive during a period of two years. (Verified proof of your qualifications and experience such as supporting letters, documents, etc., must accompany this application for your request of waiver to be favorably considered.)
7. Check the areas in which you performed most of your work.
- Subdivision Lots       Residential (new construction)       Residential (resales)
- Commercial or Income       Farms and Ranches       Property Management
32. North Dakota applicants shall furnish the North Dakota Real Estate Commission with evidence that he or she has successfully completed a minimum of ninety (90) classroom hours of education in a course of study approved by the Commission by completing the following information and attaching a CERTIFICATE or GRADE TRANSCRIPT to the application. **Non-resident and reciprocal applicants: Do not submit education.**

TITLE OF COURSE	SCHOOL	DATE COMPLETED

**NOTICE OF RIGHTS CONCERNING BACKGROUND CHECK**

By signing this application I hereby authorize the North Dakota Real Estate Commission to access and review the North Dakota and FBI national criminal history records that may pertain to me. I understand that I am able receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I can then freely disclose any such information to whomever I choose. By signing this application, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Real Estate Commission for real estate license issuance purposes.

I understand that, upon request in person and with proper identification, the Real Estate Commission will provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. Information on how to challenge the federal report can be found on www.FBI.gov. To challenge my North Dakota state record, I must contact the North Dakota BCI. I may obtain a prompt determination as to the validity of my challenge before the Real Estate Commission makes a final decision about my status as a real estate licensee. **Upon issuance of the real estate license, background reports are destroyed and no longer available.**

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE EXECUTING THIS APPLICATION**

It is specifically understood by the undersigned applicant that any misrepresentation or false statement or fraud in, or in connection with, this application shall be cause for denial of a license or suspension or revocation of any license that may hereafter be issued and I hereby waive any defense based on a statute of limitations should a hearing be based on irregularities in the application ever be held by the Commission.

By signing this application, I hereby authorize any person or public or private institution having any information relating to my character, business or personal dealings, credit worthiness, or any other items of information which may bear on my qualifications for the issuance of a license, to release such information to the Commission or its duly authorized representatives, and I hereby agree to hold harmless any such person or institution from any liability for the release of such information. The undersigned applicant further authorizes all law enforcement agencies and officials thereof to release to the North Dakota Real Estate Commission any and all criminal history information (national and statewide) pertaining to said applicant.

\_\_\_\_\_  
(Signature of Applicant)

**(APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC, OR OFFICER AUTHORIZED TO ADMINISTER OATHS, THE FOLLOWING AFFIDAVIT)**

**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, being first duly sworn on oath say that I am the applicant above named, that I have personally prepared the foregoing application, and that the same is true to the best of my knowledge and belief.

**Sign  
Here**

\_\_\_\_\_  
(Signature of Applicant)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

**(AFFIX SEAL)**

My commission expires: \_\_\_\_\_