



Broker/Associate Broker \$150.00
Salesperson \$75.00
PAPER PROCESSING FEE \$10.00
or
ONLINE PROCESSING FEE \$5.00

West Virginia Real Estate Commission
300 Capitol Street, Suite 400
Charleston, WV 25301
(p)304.558.3555; (f)304.558.6442
https://rec.wv.gov

APPLICATION FOR REAL ESTATE LICENSE
(TO BE COMPLETED AFTER PASSING EXAM)

FOR OFFICE USE ONLY

DATE OF ISSUANCE _____	LICENSE # _____	STATE PASS _____	NATIONAL PASS _____
------------------------	-----------------	------------------	---------------------

Application is hereby made under the provisions of Chapter 30, Article 40, Code of West Virginia, for a real estate license. Making a false statement may subject the licensee to disciplinary action including, but not limited to, immediate revocation or suspension of the license obtained.

To apply for licensure, submit this form, the original exam reports, and the license fee to the West Virginia Real Estate Commission. The required payment must be made within three months of sitting for the examination in order to comply with § 174-1-4.7.

I. APPLICANT INFORMATION

Applicant's Name _____ Phone #: _____
(First) (Middle) (Last)

Email _____ Birthdate _____ Last 4 of Social _____

Mailing Address _____
(Street/PO Box) (City) (State) (ZIP Code) (County)

II. LICENSEE INFORMATION

- Are you applying as: SALESPERSON ASSOCIATE BROKER BROKER
- My license should be issued as: Active Inactive
- Is this a second license? Yes No
 If YES, skip to Section III or Section IV depending on license type.
- State Pass Date _____
 National Pass Date (if applicable) _____

III. SALESPERSON/ASSOCIATE BROKER ONLY

- My license should be issued with:
 - Broker who signed my original application.
 Company Name: _____ Company Number: _____
 Broker's Name: _____
 - Different Broker. COMPLETE NEW EMPLOYING BROKER (SECTION IV BELOW).

Salesperson/Ass.Broker Applicants please submit:

- Examination Pass Certificates (if applicable)
- Surety Bond (non-resident only)

Applicant Signature: _____

IV. BROKER APPLICANTS ONLY

****PLEASE HAVE YOUR BROKER SIGN, DATE, AND RETURN YOUR SALESPERSON LICENSE TO THE COMMISSION****

1. Please answer the following:

- a. I will be opening my own real estate office? Yes No
- b. I will be replacing a designated broker for an existing company? Yes No

2. OFFICE DATA

Name of Firm: _____

Is there a DBA: _____

Business Phone #: _____ Web Address: _____

Business Physical Address _____
(Street) (City) (State) (ZIP) (County)

Mailing Address (if different) _____
(Street) (City) (State) (ZIP) (County)

Form of Business	Sole Proprietorship	LLP	Partnership
	Cooperation	LLC	Association
	Other _____		

In order to be licensed as the Designated Broker of a Corporation, Association, Partnership, LLC, LLP, etc. the Broker must be an officer/partner/member of the business registered with the West Virginia Secretary of State's Office.

BROKER Applicants please submit:

- Examination Pass Certificates (if applicable)
- Subordination Resolution
- Trust Fund Information
- Surety Bond (non-resident only)

V. CERTIFICATE OF NEW EMPLOYING BROKER

Only required if you are requesting to be licensed with a broker other than your sponsoring broker

I, _____, a real estate broker duly licensed under the laws of West Virginia, do hereby certify that the new licensee, is to be employed by me as a salesperson.

Signature of Broker

Company Name

Company Number

STATE OF _____

COUNTY OF _____

Signed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____

Notary Public

Notary Seal