



**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 A REAL ESTATE BROKER LICENSE**

For Office Use Only

(\$150 LICENSE Fee Required)

<input type="checkbox"/> REC APPROVAL:	COMMISSION ACTION	NATIONAL PASS DATE:
<input type="checkbox"/> SCHOOL CODE	DATE OF ISSUE	STATE PASS DATE:
<input type="checkbox"/> PREVIOUSLY LICENSED	LICENSEE #	APPLICATION #:

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

**PLEASE PRINT LEGIBLY OR TYPE**

**I. APPLICANT INFORMATION**

Applicant's Name \_\_\_\_\_  
(First) (Middle) (Last) (Phone Number)

Other Names Used \_\_\_\_\_ Email address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street/PO Box) (City) (State) (ZIP Code)

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ County \_\_\_\_\_

Have you previously applied to the West Virginia Real Estate Commission? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you a high school graduate or the holder of an equivalent diploma? \_\_\_\_\_

**II. OFFICE DATA**

Name of Firm: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Web Address \_\_\_\_\_

\*Must match with the name and DBA registered with WV Secretary of State

Business Address \_\_\_\_\_  
(Street) (City) (State) (ZIP) (County)

Mailing Address \_\_\_\_\_  
(Street) (City) (State) (ZIP) (County)

Form of Business: \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ LLP  
 \_\_\_\_\_ Partnership \_\_\_\_\_ LLC  
 \_\_\_\_\_ Association \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Corporation

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.

A Subordination Resolution form must be filed with the Commission prior to issuance of the license.

List Partners/Officers and office held

\_\_\_\_\_

		YES	NO
1.	Do you understand that if you operate as a partnership, association or corporation, that every other officer, partner, or member thereof, who will engage in the real estate business, shall be licensed as a real estate salesperson or associate broker?		
2.	Will you use written contracts and furnish copies to all parties?		
3.	Will you maintain a trust fund account in a recognized depository for client and customer funds?		
4.	Do you understand that the license certificates of all salesperson and associate brokers employed by the broker shall be retained in the broker's custody and control, and returned promptly to the Commission when his or her employment is terminated, or upon the request of the Commission?		
5.	Do you agree to adequately supervise all salespersons and associate brokers employed by you?		
6.	Do you agree to maintain a permanent place of business with a sign conspicuously displayed showing that you are a licensed real estate broker?		
7.	Do you understand that all licenses expire on June 30 <sup>th</sup> , and that an application for renewal of real estate license with proper fee, must be made to the Commission before that date?		
8.	Have you read, and do you agree to conform to all of the provisions of WV Code § 30-40 and the Rules promulgated by the West Virginia Real Estate Commission?		

**AFFIDAVIT**

I, the applicant, being duly sworn, depose and say that I am the applicant above named, that I have read the foregoing application and the answers thereon, and that such answers, to the best of my knowledge and belief are true and correct, and I personally attach my signature to this affidavit.

\_\_\_\_\_  
Signature of Applicant

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

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

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

\_\_\_\_\_  
Notary Public

Notary Seal

Phone #: \_\_\_\_\_