



**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 TO SIT FOR THE REAL ESTATE BROKER EXAM**

For Office Use Only

**(\$25 Application 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) (County)

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_  
(City) (State)

Have you previously submitted an application 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 \_\_\_\_\_

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

### III. REAL ESTATE EDUCATION

You must have completed a total of 180 clock hours pre-license real estate education from a provider approved by the West Virginia Real Estate Commission. You must attach original completion certificates or transcripts.

Course Sponsor/Sponsors

Date Completed

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### IV. GENERAL

1. Give a complete list of all places where you have resided for a period of sixty days or more during the last five years:

*City, State*

*Dates*

*Employer & Business*

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2. I am currently a resident of the State of \_\_\_\_\_ Since \_\_\_\_\_

Note: After passing the licensing examination (if required), every non-resident must furnish a surety bond in the penalty of \$2,000 and an irrevocable consent for service of process on forms supplied by the WV Real Estate Commission. The surety bond is not required if the license is issued on inactive status.

3. For what period of time, if any, have you been engaged in the real estate business?

You must identify each jurisdiction in which you currently hold, or have held, a real estate license!

*City, State*

*Dates*

*Type of License Held*

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Note: You must enclose an original "Certification of Licensure" from each jurisdiction in which you currently hold, or have held, a real estate license. Certifications are obtained from the Real Estate Commission of the particular jurisdiction and are not a copy of your license. Certifications must be dated within 60 days of the date this application is submitted.

4. List all jurisdictions where you currently hold or have held any other type of professional license.

*City, State*

*Dates*

*Type of License Held*

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		YES	NO
5.	Have you ever had a real estate license or any other professional license refused, suspended or revoked, or had any other form of disciplinary action taken against you in this or any other jurisdiction? (If yes, attach complete details.)		
6.	Has any complaint been filed against you with the West Virginia Real Estate Commission or a Real Estate Commission of any other jurisdiction within the last five years? (If yes, attach complete details.)		

		YES	NO
7.	Are you now a party, either as complainant, plaintiff or defendant, in any litigation involving real estate? (If yes, attach complete details.)		
8.	Have you ever been convicted of any criminal offense, or is there any criminal charge now pending against you or any member or officer of your partnership, association or corporation? (If yes, attach complete details.)		
9.	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?		
10.	Will you use written contracts and furnish copies to all parties?		
11.	Will you maintain a trust fund account in a recognized depository for client and customer funds?		
12.	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?		
13.	Do you agree to adequately supervise all salespersons and associate brokers employed by you?		
14.	Do you agree to conduct all business in a strictly legitimate and ethical manner?		
15.	Do you agree to maintain a permanent place of business with a sign conspicuously displayed showing that you are a licensed real estate broker?		
16.	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?		
17.	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?		
18.	Do you have a child support obligation?		
19.	Does any arrearage amount equal or exceed the amount of child support payable for six months?		
20.	Are you the subject of a child-support related subpoena or warrant?		

**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

RECOMMENDATIONS OF REAL ESTATE OWNERS

RECOMMENDATION #1

I, \_\_\_\_\_, hereby certify; I have owned real estate in \_\_\_\_\_ County, State of \_\_\_\_\_ for at least the past twelve (12) months; I have known \_\_\_\_\_, the applicant, for the past two (2) years; I am not related to the applicant; I am not affiliated with the applicant as an employer, partner or associate: I am not affiliated with the broker that will employ the applicant; I know the applicant bears a good reputation for honesty, trustworthiness and fair dealing, and believe the applicant is competent to transact the business of a real estate broker in a manner that will protect the interest of the public; I do hereby recommend that a license be granted to the applicant.

\_\_\_\_\_  
Property Owner's Signature

Address: \_\_\_\_\_

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

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

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
My commission expires: \_\_\_\_\_

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

Notary Seal

RECOMMENDATION #2

I, \_\_\_\_\_, hereby certify; I have owned real estate in \_\_\_\_\_ County, State of \_\_\_\_\_ for at least the past twelve (12) months; I have known \_\_\_\_\_, the applicant, for the past two (2) years; I am not related to the applicant; I am not affiliated with the applicant as an employer, partner or associate: I am not affiliated with the broker that will employ the applicant; I know the applicant bears a good reputation for honesty, trustworthiness and fair dealing, and believe the applicant is competent to transact the business of a real estate broker in a manner that will protect the interest of the public; I do hereby recommend that a license be granted to the applicant.

\_\_\_\_\_  
Property Owner's Signature

Address: \_\_\_\_\_

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

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

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
My commission expires: \_\_\_\_\_

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

Notary Seal