



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) (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

		YES	NO
1.	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.)		
2.	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.)		
3.	Are you now a party, either as complainant, plaintiff or defendant, in any litigation involving real estate? (If yes, attach complete details.)		
4.	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.)		
5.	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?		
6.	Will you use written contracts and furnish copies to all parties?		
7.	Will you maintain a trust fund account in a recognized depository for client and customer funds?		
8.	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?		
9.	Do you agree to adequately supervise all salespersons and associate brokers employed by you?		
10.	Do you agree to conduct all business in a strictly legitimate and ethical manner?		
11.	Do you agree to maintain a permanent place of business with a sign conspicuously displayed showing that you are a licensed real estate broker?		
12.	Do you understand that all licenses expire on June 30 th , and that an application for renewal of real estate license with proper fee, must be made to the Commission before that date?		
13.	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?		
14.	Do you have a child support obligation?		
15.	Does any arrearage amount equal or exceed the amount of child support payable for six months?		
16.	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

Notary Seal

Phone #: _____