



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 SALESPERSON EXAM

For Office Use Only

(\$25 Application Fee Required)

REC APPROVAL:	COMMISSION ACTION:	STATE PASS DATE:
BROKER VERIFICATION:	DATE OF ISSUE:	NATIONAL PASS DATE:
SCHOOL CODE:	LICENSEE #:	APPLICATION NO.:

Application is hereby made under the provisions of Chapter 30, Article 40, Code of West Virginia, for a license as a real estate Salesperson. 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. REAL ESTATE EDUCATION

You must have completed a total of 90 clock hours pre-license real estate education from a provider approved by the West Virginia Real Estate Commission. You must attach completion certificates or transcripts.

Course Provider/School	Date Completed

III. 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 prescribed by the WV Real Estate Commission. The surety bond is not required if the license is issued on inactive status.

IV. List each jurisdiction in which you currently hold, or have held, a real estate license!

City, State

Dates

Type of License Held

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

		YES	NO
1.	Have you ever had disciplinary action taken against you? If yes, which license? Please provide ALL appropriate documentation.		
2.	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 an explanation with complete details.)		
3.	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.)		
4.	Are you now a party, either as complainant, plaintiff, or defendant, in any litigation involving real estate? (If yes, attach complete details.)		
5.	Is there any criminal charge now pending against you? (If yes, please provide a detailed explanation & all associated documentation.)		
6.	Do you agree to conduct all business in a strictly legitimate and ethical manner?		
7.	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?		
8.	Have you read, and do you agree to conform to all the provisions of WV Code § 30-40 and the Rules promulgated by the West Virginia Real Estate Commission?		
9.	Have you completed your criminal background check? Note: Your application to sit for the exam can't be processed until the background check is completed.		

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

RECOMMENDATION OF SPONSORING BROKER

I, _____ a real estate broker duly licensed under the laws of West Virginia, as
(Print Name)

such, do hereby certify to the West Virginia Real Estate Commission that _____,
the applicant named above, is about to enter my employ, and that, in my opinion, the applicant is honest, trustworthy and of good
reputation, and I recommend that the applicant is granted the right to sit for the real estate salesperson licensing examination. I certify
that I have reviewed the application in its entirety.

Signature of Broker

Company Name

STATE OF _____

COUNTY OF _____

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

My commission expires: _____

Notary Public

Notary Seal

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 salesperson 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 salesperson 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