

Instructions for Persons Applying to be Licensed as a Real Estate Salesperson or Broker

Your application must be complete or it will be returned. Note: Applicant's must have taken and passed both parts of the PSI examination, prior to applying for a license.

SECTION A – ALL APPLICANTS: Must Submit The Following:

1. Completed **Application For Licensure**
2. **Fee of \$50.00** (Payable to the Secretary of State's Office)
3. **Verification of 40 hour Pre-licensing Course** – copy of certificate acceptable
4. **AMP National and State Examination Scores***, copy score report acceptable

*You must contact AMP for information regarding registration, exam offerings, etc. Contact AMP at: www.goamp.com or by telephone 1-913-895-4600.

SECTION B - SALESPERSONS: In addition to Section A above you must also submit:

1. **Verification of Employment/Supervision** form
2. **Verification of Licensure** - (if applicable) - from every state in which you now hold, or have ever held a license to practice
3. **Non-Resident Process Agent** – Individual Form (if applicable)

SECTION C - BROKERS: In addition to Section A above you must also submit:

1. **Verification of Salesperson Experience** form
2. **Verification of Licensure** - (if applicable) - from every state in which you now hold, or have ever held a license to practice
3. **Verification of Employment**** form - (if applicable)
4. **Non-Resident Process Agent** – Individual Form (if applicable)

** If you will not be associated with an existing real estate office, and will be operating independently you will have to applying for a real estate office license.

NOTES:

All Licenses renew on a fixed 24 month schedule of the Even Numbered Years. Brokers renew on March 31st, and Salespersons renew on May 31st. Applicants issued an initial license more than 90 days prior to the renewal date will still be required to renew and pay the renewal fee.

Section B: Vermont Mandatory “Good Standing” Declarations

CHILD SUPPORT:

Child Support Orders, 15 V.S.A. § 795(b): “Good standing” for child support is defined by 15 V.S.A. § 795(d). You must check the appropriate box. As of the date of this application:	
<input type="checkbox"/>	I am not subject to a child support order.
<input type="checkbox"/>	I am subject to a child support order and I am in “good standing” or in full compliance with a plan to pay any and all child support.
<input type="checkbox"/>	I am subject to a child support order and I am NOT in “good standing” or in full compliance with a plan to pay any and all child support. Please contact the Office of Child Support at (802) 241-2319. OCS must report your compliance to this office before you may be issued a license.

TAXES:

Taxes Due to the State of Vermont, 32 V.S.A. § 3113(b): “Good Standing” for taxes due is defined by 32 V.S.A. § 3113(g). You must check the appropriate box. As of the date of this application:	
<input type="checkbox"/>	I am in “good standing” with respect to, or in full compliance with a plan to pay any and all taxes due to the Vermont Department of Taxes.
<input type="checkbox"/>	I am NOT in “good standing”* with respect to or in full compliance with a plan to pay any and all taxes due to the Vermont Department of Taxes. Please contact the Vermont Department of Taxes at (802) 828-2515 for more information. The Tax Department must report your compliance to this office before you may be issued a license.

DISTRICT COURT FINES/JUDICIAL BUREAU:

Court judgments for fines or penalties, 4 V.S.A. § 1110(b): “Good standing” for court judgments is defined by 4 V.S.A. § 1110(c). You must check the appropriate box. As of the date of this application:	
<input type="checkbox"/>	I have no unpaid judgments issued by the judicial bureau or criminal division of the superior court for fines or penalties for a violation or criminal offense.
<input type="checkbox"/>	I am in “good standing” with respect to any unpaid judgment issued by the judicial bureau or criminal division of the superior court for fines or penalties for a violation or criminal offense.
<input type="checkbox"/>	I am NOT in “good standing” with respect to any unpaid judgment issued by the judicial bureau or criminal division of the superior court for fines or penalties for a violation or criminal offense. You must provide this office documentation of compliance before you may be issued a license.

RESTITUTION ORDERS:

Unpaid Judgments, 13 V.S.A. § 7043a: “Good standing” for restitution orders is defined by 13 V.S.A. § 7043a(c). You must check the appropriate box. As of the date of this application:	
<input type="checkbox"/>	I have no restitution order.
<input type="checkbox"/>	I am in “good standing” with respect to any restitution order.
<input type="checkbox"/>	I am NOT in “good standing” with respect to any restitution order. You must provide this office documentation of compliance before you may be issued a license.

Section C: Vermont Mandatory Credential and Fitness Questions

Circle Yes or No for each of these questions. If the answer is Yes, follow the instructions provided.

Has Vermont or any other state, federal authority, or other jurisdiction (US or elsewhere) denied an application by you for a license, certificate, or registration to practice a profession or occupation? <i>If "Yes," you must attach a copy of the order or official notification of the action(s).</i>	Yes	No
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Has Vermont or any other state, federal authority, or other jurisdiction (US or elsewhere) taken any disciplinary action (restricted, suspended, revocation or conditioned) against a license, certificate, or registration that you hold or held in any profession or occupation? <i>If "Yes," you must provide a copy of the order or official notification of the action.</i>	Yes	No
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Have you ever surrendered a license, certificate or registration to a licensing authority in Vermont or any other state, federal authority or other jurisdiction (US or elsewhere)? <i>If "Yes," you must provide a detailed written explanation and copies of any applicable documentation.</i>	Yes	No
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Are you currently under investigation by a licensing authority in Vermont or any other state, federal authority or other jurisdiction (US or elsewhere)? <i>If "Yes," you must provide a detailed written explanation and a copy of any available information from the licensing authority.</i>	Yes	No
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Have you EVER been convicted of a crime other than a minor traffic violation? (Driving While Intoxicated and Driving Under the Influence are not "minor traffic violations.") <i>If "Yes," you must provide a detailed written explanation and attach the official court documents (i.e., affidavit of probable cause, the information and/or the docket report.)</i>	Yes	No
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Do you have any criminal charges pending against you in any jurisdiction (US or elsewhere)? <i>If "Yes," you must provide a detailed written explanation and attach a copy of the charging documents.</i>	Yes	No
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Note: Vermont law requires that you report to the Office of Professional Regulation a felony conviction or any conviction of a crime related to the practice of your profession within 30 days. 3 V.S.A. § 129a(a)(11).

The answers to the following questions are not subject to public disclosure:

Do you have a physical or mental condition or disorder which in any way impairs or limits your ability to practice this profession with reasonable skill and safety? <i>If "Yes," you must have your health care provider submit a detailed statement explaining how you are able to practice safely.</i>	Yes	No
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Does your use of alcohol, substances, or prescription medications impair or limit your ability to practice this profession with reasonable skill and safety? <i>If "Yes," you must provide a detailed written explanation.</i>	Yes	No
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Are you currently addicted to or in any way dependent on alcohol or habit forming drugs? <i>If "Yes," you must provide a detailed written explanation.</i>	Yes	No
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Statement of Applicant

I certify, under the pains and penalties of perjury, that all information I have provided in this application is true and accurate. I understand that furnishing false information may constitute unprofessional conduct and result in the denial of my application or further disciplinary action. The maximum penalty for perjury is fifteen years in prison and/or a \$10,000 fine. (13 V.S.A. §2901)

Signature of Applicant

Date

Verification of Employment/Supervision

Applicant: Have your Principal Broker or Broker in Charge sign this form.

Applicant's Last Name	First Name	MI	Former/Maiden

Real Estate Office Name		
Mailing Address - Street		
City	State	Zip Code
Telephone:	Fax:	
Name of Principal Broker or Broker in Charge (Where supervision will occur)		License #:
Name of Primary or Branch Office (Where supervision will occur)		License #:

Statement of Principal Broker or Broker in Charge

The Salesperson named above is or will be associated with this agency on.	(month/day/year)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Principal Broker/Broker in Charge	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Verification of Salesperson Experience

Your Principal Broker or Broker in Charge must sign and date this form.

Salesperson's Last Name		First Name		MI	Former/Maiden
Company Name					
Mailing Address - Street					
City		State		Zip Code	
Telephone:			Fax:		
Name of Principal Broker				License #:	
Dates under supervision		From (mm/dd/yyyy)		To (mm/dd/yyyy)	
List Transactions Completed					
Date of Sale	Name of Seller	Name of Buyer	Listing Agent	Selling Agent	
Statement of Principal Broker or Broker in Charge					
<p>I certify, under the pains and penalties of perjury, that all information above is true and accurate. I understand that furnishing false information may constitute unprofessional conduct and result in disciplinary action against my license. (The maximum penalty for perjury is Fifteen years in prison and/or a \$10,000 fine. 13 VSA §2901)</p>					
Signature of Principal Broker or Broker in Charge				Date	

Verification of Real Estate License

Applicant: Complete the applicant section of this form and have every state in which you now hold or have ever held a license/certification to practice complete this page.

Last Name	First Name	MI	Former/Maiden
Mailing Address - Street			
City	State	Zip Code	
I hereby authorize the Licensing Agency to furnish to the Vermont Office of Professional Regulation the information requested below.			
Signature		Date	

Information Below To Be Completed by the Licensing Agency:

<u>This is to certify that the above named individual was issued:</u>					
<u>License #</u>		<u>Licensed as a:</u>			
<u>Date Issued</u>		<u>Date Expired(s)</u>			
<u>Licensed By:</u>	<u>Examination</u>	<u>License Status</u>	<u>Active</u>		
	<u>Endorsement/Reciprocity</u>		<u>Inactive</u>		
	<u>Waiver</u>		<u>Lapsed</u>		
Has this license ever been encumbered in any way (revoked, suspended, limited, surrendered, restricted, placed on probation? <i>If yes, attach copy of the decision.</i>					<u>YES</u> <u>NO</u>
<u>Signature of person completing form:</u>					
<u>State Completing this form:</u>					
<u>City and State:</u>					
<u>Phone Number:</u>			<u>Fax Number:</u>		

Non Resident Process Agent Individual Form

KNOW ALL PERSONS BY THESE PRESENTS,

That I, _____ of _____

in the County of _____ and State of _____

having applied to be licensed by the Vermont Real Estate Commission of the State of Vermont to act as a real estate broker or salesperson in the State of Vermont in the purchase or sale of Vermont property as provided by Title 26, VSA, Chapter 41, do hereby make, constitute and appoint the Director of the Office of Professional Regulation of the State of Vermont, his or her successor or successors in office, my true and lawful attorney in an for the State of Vermont, upon whom all lawful process in any action or proceeding against me may be served in like manner and with the same legal force and effect as if I had been lawfully served with said process therein as provided by the laws of the State of Vermont; and the said Director, as such attorney, is hereby authorized and empowered as my said agent to receive and accept service of any process, writ, summons, petition or order whereby any suit, action or proceeding shall be commenced against me, and I hereby stipulate and agree that any lawful process against me which is served on said Director shall have the same legal force and force and effect as served on me within the State of Vermont.

The authority in this appointment shall continue in force so long as any resident of the State remains unsatisfied.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____ day

of _____, 20_____ .

Applicant/Licensee Signature

In presence of:

Notary Public name (please print)

State of _____

County of _____

At _____, **in said county, on this** _____ **day of** _____, **20**_____,

before me personally appeared _____ **and acknowledged the foregoing instrument, by him/her sealed and subscribed, to be his/her free act and deed.**

BEFORE ME,

Notary Public Signature

Commission Expires