

MAILING ADDRESS:
TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188



OFFICE ADDRESS:
TEXAS REAL ESTATE COMMISSION
1101 Camino La Costa
Austin, Texas 78752
Telephone: (512) 459-6544 or
1-800-250-TREC (8732)

APPLICATION FOR INACTIVE SALESPERSON LICENSE

(PLEASE READ ALL INFORMATION CAREFULLY)

DO NOT USE THIS FORM IF YOU WERE LICENSED AS A TEXAS BROKER OR SALESPERSON IN THE PAST SIX YEARS. THE CORRECT FORM MAY BE DOWNLOADED FROM THE TREC WEBSITE @ www.trec.state.tx.us

There are three steps to obtaining an active Texas real estate salesperson license.

(1) Obtain a letter from TREC attesting to satisfaction of all education requirements. The evaluation must be performed before the application for a license can be filed. To obtain an evaluation, submit a REQUEST FOR EVALUATION OF EDUCATION DOCUMENTS. A fee of **\$20.00** is required for an evaluation of education documents unless you obtained an evaluation in the past 12 months and paid the fee at that time. A copy of the request form is included with the application. Submit copies of transcripts or course completion certificates with the request for evaluation. **Do Not** submit original education documents. The current education requirements for a salesperson license are:

120 classroom hours of core real estate courses acceptable to TREC. Specific core courses are required:

60 hours in Principles of Real Estate

30 hours in Law of Agency

30 hours in Law of Contracts

60 additional core hours or related courses. Other core courses are: Real Estate Appraisal; Real Estate Law; Promulgated Contract Forms; Real Estate Finance; Real Estate Marketing; Real Estate Mathematics; Real Estate Brokerage; Property Management; Real Estate Investments; and Residential Inspection for Real Estate Agents.

(2) File an application for an inactive salesperson license, pass the examination, and satisfy the statutory requirement for honesty, trustworthiness and integrity.

Fees to be submitted with an application:

Application processing fee: \$67.50

Recovery fund fee: \$10.00 (if not previously paid)

License examinations are administered by Psychological Services, Inc. (PSI), a national testing service. Once the application is accepted by TREC, a Candidate Information Brochure (CIB) will be sent to the applicant. The CIB contains information about the examination,

study material and instructions for making a reservation with PSI. A valid photograph ID (driver's license, etc) is required for admission to a testing site. The name on the ID must match the name on the application for a license. The examination must be passed within six months after the date the application is filed with TREC.

Contact the Texas Guaranteed Student Loan Corporation, P.O. Box 201725, Austin, Texas 78761-1725, 1-800-252-9743, BEFORE filing an application if you have defaulted on a student loan and are not currently making payments under a repayment agreement with TGSLC. An application or license renewal may be rejected if TREC has been notified of a default on a student loan.

- (3) Arrange for a Texas real estate broker holding an active license to sponsor you as a salesperson. **Applicants and inactive salespersons are not authorized to act as real estate agents.**

While you are not required to have a sponsoring broker to file an application for a license, a sponsorship request form is included with the application materials. If you wish, you may file the sponsorship request along with the application. Once all licensing requirements have been satisfied, TREC will send an active salesperson license to the broker, and you may act for the broker on receipt of the license.

You may also file the application and arrange for sponsorship after TREC notifies you that you have been issued an inactive license. Once a broker holding an active license has mailed a request to TREC to act as your sponsor, you may begin to act for the broker as a salesperson.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**

7. Height: <table border="1" style="display: inline-table; width: 60px; height: 25px; vertical-align: middle;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table> Weight: <table border="1" style="display: inline-table; width: 60px; height: 25px; vertical-align: middle;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>							8. Sex: F <input type="checkbox"/> M <input type="checkbox"/> (check one)	9. Ethnic Group: Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other (specify): <table border="1" style="display: inline-table; width: 200px; height: 20px; vertical-align: middle;"></table>

10. Have you ever been licensed in Texas as a real estate salesperson or broker? Yes No
If the answer is YES, fill in the appropriate information below.

License Expiration Date	License Type	License Number	Exact Name In Which License Was Issued

11. Have you been licensed as a real estate salesperson or broker in a state **other than Texas** within the last five (5) years? Yes No
If the answer is YES, submit a complete license history signed by the licensing agency of the state(s) in which you were licensed.

12. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? Yes No

(b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state? Yes No

(c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold? Yes No

If the answer to (a), (b), or (c) is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.

13. Are there any unpaid judgments or any civil suits pending against you? Yes No
If the answer is YES, submit copies of all petitions and judgments and a written explanation.

14. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than traffic tickets.) Yes No

(b) Have you ever been placed on probation or community supervision? Yes No

(c) Are there any criminal charges pending against you? Yes No

If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

15. Have you ever acted, or attempted to act, as a real estate broker or salesperson or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.) Yes No
If the answer is YES, submit a written explanation.

16. List below all names (maiden, aliases, nicknames, etc.) by which you have been known

17. Provide employment history for the last five (5) years to the present date. Explain any periods of unemployment for more than thirty (30) days. If additional space is needed, attach a separate sheet of paper to complete your answer.

FROM		TO		Employer	City, State	Position
Month	Year	Month	Year			

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

The filing fee for this application is \$67.50. Most applicants must also pay a \$10 fee which is deposited into the real estate recovery fund. These fees are nonrefundable and must be submitted at the time the application is filed. TREC will reject and return an application submitted without the filing fees. Please submit ONE cashier's check, personal check, or money order for \$77.50 (\$67.50 if you have previously paid the recovery fund fee) payable to the Texas Real Estate Commission.

NOTE

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGS LC) unless the licensee has entered into a repayment agreement with TGS LC. **YOU SHOULD CONTACT TGS LC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGS LC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

Texas Guaranteed Student Loan Corporation
P.O. Box 201725
Austin, Texas 78761-1725
Telephone: 1-800-252-9743

STATEMENT OF SALESPERSON APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I am a legal resident of Texas. I certify that I have examined this application and the answers given are true, correct and complete. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

Date Signed

Signature of Applicant

IMPORTANT INFORMATION - PLEASE READ THIS CAREFULLY

1. Only fees pertaining to THIS APPLICATION should accompany this application.
2. Please ensure the following:
 - a. all information is printed in ink or typewritten;
 - b. all requested information is provided;
 - c. all questions have been answered;
 - d. all required signatures and dates of signing are in place, **do not** use signature stamps;
 - e. all education requirements have been met; and
 - f. all fee(s) are enclosed.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING DATE, THE APPLICATION TERMINATES.



**Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188**

SALESPERSON SPONSORSHIP FORM

FEE	REGISTER NUMBER	AMOUNT	\$ TYPE	LICENSE NUMBER
Sponsorship Processing Fee		\$20.00		

DO NOT WRITE ABOVE THIS LINE

Salesperson's Name: Last		First	Middle	License Number				
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Salesperson's Permanent Mailing Address

City	State	Zip Code	Social Security Number				
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Telephone Number			Salesperson's E-mail address				
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1. SALESPERSON: CHECK ONE BOX ONLY, SIGN AND DATE

SALESPERSON APPLICANT SPONSOR

I have applied for an inactive salesperson license, a salesperson late renewal license OR I have been issued an inactive salesperson license but am not yet sponsored by a broker. When all requirements for licensing have been satisfied, I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent for the broker until after the broker has received my active real estate salesperson license certificate from TREC.

Salesperson's Signature	Date
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Sponsorship Processing Fee: NONE

SALESPERSON CHANGING BROKERS

My association with _____ (former sponsoring broker) has terminated. I wish to enter the sponsorship of the broker named below. My prior pocket identification is attached. I certify that I have given my former sponsoring broker written notice of the termination as required by TREC Rule 22 TAC §535.121.

Salesperson's Signature	Date
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Sponsorship Processing Fee: \$20.00-Remit with this form. FEE CANNOT BE COMBINED WITH ANY OTHER FEES.

INACTIVE SALESPERSON GOING ACTIVE

I am not currently sponsored by a broker. My salesperson license is inactive but not expired. I had a sponsoring broker before my license became inactive. I wish to enter the sponsorship of the broker named below. I certify that I will not act as a salesperson until I have satisfied any applicable mandatory continuing education (MCE) requirements. I understand that TREC will not issue a license until all MCE requirements are met.

Salesperson's Signature	Date
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Sponsorship Processing Fee: \$20.00-Remit with this form. FEE CANNOT BE COMBINED WITH ANY OTHER FEES.

2. STATEMENT OF SPONSORING BROKER

I HEREBY CERTIFY THAT I HOLD AN ACTIVE Texas real estate broker license and agree to serve as a sponsor and to be responsible for the real estate brokerage activities of the above named individual. If applicable I will not permit the salesperson to practice as a real estate agent for me until the salesperson has satisfied all MCE requirements. Please issue a new license reflecting a change of sponsorship. The required fee is attached.

Sponsoring Broker's Name (Individual /Corporation/LLC) as shown on license.

Sponsoring Broker's Business Address	City	State	Zip Code
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Sponsoring Broker's Phone	License Number	Expiration date
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Sponsoring Broker's Signature*	Date
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*If Corporation: signature of Designated Officer is required. *If LLC: signature of Designated Manager is required.

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