



THE STATE

of

ALASKA

*Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing*

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Real Estate Broker By Examination Application

Please read instructions before completing this application. Any portion of application that is not submitted may delay the issuance of your license.

APPLICATION PROCEDURES

The following documents **must be submitted** before your application will be considered for licensure.

1. A completed, signed application.
2. Payment of required fees. (AS 08.88.171(a); 12 AAC 64.059(d)(6))
\$225.00 License fee (transfer) -OR- \$20.00 License fee (status change)
3. A certificate of completion of the required 30 hours of broker upgrade education. AS 08.88.091(c); AS 08.88.171(a); AAC 64.059(e)(1), AAC 64.060(4), AAC 64.063(2) and (b)(4). Education certificates are valid only for 18 months from the date of completion.
4. An **original** exam score sheet verifying proof of passing the Alaska Real Estate Broker examination. Exam scores **valid ONLY for six months from date of exam**. You **must** have a complete application filed with the Alaska Real Estate Commission prior to expiration of exam scores for information for examination, contact Pearson VUE at 1-800-274-5992 or www.pearsonvue.com. AS 08.88.171(a); 12 AAC 64.010(d), AAC 64.059(e) (1); AAC 64.060(a) and (e)
5. An Affidavit of Licensee Experience signed by your supervising broker(s) confirming experience. Verification that you worked as a licensee for at least 36 months within the immediate 60 months prior to obtaining your initial Broker license in another jurisdiction. AS 08.88.171(a); AAC 64.059(e)(1)
6. Provide a license history/certification from each jurisdiction where you hold or have ever held a Real Estate license. License histories/certifications **MUST** be sent directly from another licensing authority to the Alaska Real Estate Commission. **LICENSE HISTORIES/CERTIFICATIONS CANNOT BE ACCEPTED DIRECTLY FROM APPLICANTS. (12 AAC 64.060(h)).**
7. Office Registration Application Information and fee. AS 08.88.171(a); 12 AAC 64.059 (e)(2) and (3); 12 AAC 64.110, AAC 64.112; Application available at www.commerce.alaska.gov/occ/.
8. Business License Application. Applications available at www.commerce.alaska.gov/occ/.
9. Supporting documentation for any "yes" answers. Supporting documents include the charging document and judgment for each criminal conviction. For any other "yes" answer, provide copies of court records, copies of license actions, and any other applicable documents. Additionally, provide your explanation on a separate sheet of paper labeled with your name, and signed by you; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances.

GENERAL INFORMATION

In accordance with 12 AAC 02.900, a person licensed by the Real Estate Commission is required to maintain a current, valid mailing address on file with the division at all times.

- Please notify the division, in writing, should you have a change of address.
- In accordance with AS 08.88.321, the license certificate of a Broker must be displayed in the Broker's principle office.

CONTINUED ON FOLLOWING PAGE

RENEWAL INFORMATION

All licenses expire on January 31 of even-numbered years. Exception: Licenses issued within 90 days of the expiration date will be issued through the next biennium.

Continuing education is required at the time of renewal; refer to 12 AAC 64.500 for continuing education requirements.

SOCIAL SECURITY NUMBERS

In accordance with AS 08.01.060, the department is not authorized to issue a license to a natural person, unless the applicant's Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions or obtain the Exception from SSN Requirement Form number 08-4372, from the division Website at: www.commerce.alaska.gov/occ/.

PUBLIC INFORMATION

All information contained in and supplied with this application will be available to the public unless required to be kept confidential by law. Current licensee information is available on the Division of Corporations, Business & Professional Licensing website at: www.commerce.alaska.gov/occ/ under License Search.

POST LICENSING EDUCATION

All new licensees are required to complete 30 hours of post-licensing education (PLE). This education must be completed within one year after the date of initial salesperson or broker licensure. This is in addition to the 20 hours of continuing education that you must complete to renew your license. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Affidavit form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and appropriate fees must accompany the PLE Affidavit within 30 days after the 1 year period of initial licensure or the license will lapse (AS 08.88.095). New licensees applying for licensure by endorsement who hold a active and valid real estate license in another state and have been licensed by that state for 1 year or more are **NOT** required to complete PLE (AS 08.88.263(3)). Additional information about post-licensing requirements is available on the Commission web site in the Professional Licensing Section at www.commerce.alaska.gov/occ/.

STATUTES AND REGULATIONS

Copies of the statutes and regulations referenced in this application may be obtained at: www.commerce.alaska.gov/occ/ or may be obtained from the Commission office.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

“YES” RESPONSES

A “Yes” response in the application does not necessarily mean your application will be denied. If you have responded “Yes” to any question in the application, additional time will be required for the gathering and assessment of pertinent information. You can expedite this process by providing, with your application, complete explanations and documentation for any “Yes” responses. (See application procedures #9)



State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

REAL ESTATE COMMISSION

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

E-mail: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

REC

For Division Use Only

Real Estate Broker By Examination Application

☐ \$225.00 Transfer License fee -OR- ☐ \$20.00 License fee (status change, if staying in the same office)

A. BIOGRAPHICAL INFORMATION (Please Print):

NAME: _____
Last First Middle

OTHER NAMES USED (including maiden name): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ DAYTIME TELEPHONE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____
Month Day Year (Required by AS 08.01.060)

SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

EMAIL: _____ LICENSE #: _____

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

B. PROFESSIONAL FITNESS: The following questions must be answered. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (See Application Procedures #9). "Yes" answers may not automatically result in license denial. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

WHEN IN DOUBT, DISCLOSE AND EXPLAIN

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you ever been convicted of a crime or are you currently charged with committing a crime? For the purpose of this question, "crime" includes a misdemeanor, felony, or a military offense. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere, or no contest, or having been given probation, a suspended imposition of sentence (SIS), or a fine..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject of any restriction, censure, reprimand, consent agreement or any other disciplinary or license action?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, or any other disciplinary or license action in the state or any other jurisdiction?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever had a fidelity bond denied or revoked?..... | <input type="checkbox"/> | <input type="checkbox"/> |

5. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association? ☐ ☐
6. Have you **ever** had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds? ☐ ☐
7. **Have you attached required documentation for any "Yes" answers for questions 1 -6?** ☐ ☐
(Check "No" if you have not answered yes to any question.)

Broker review (initial) _____

C. LICENSE/CERTIFICATE HISTORY

License histories/certifications must be sent directly to the Alaska Real Estate Commission from another licensing authority. (See Application Procedures #6). License history(ies) must be received before a license can be issued.

1. Have you **ever** held a real estate license in any other state or jurisdiction? ☐ **YES** ☐ **NO**

A. If yes, list all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. (Use additional sheets as necessary)

<u>License/Certificate Number</u>	<u>License Category</u>	<u>State</u>	<u>Active/Inactive</u>	<u>Expiration Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. TERMINATING BROKER INFORMATION (complete only if transferring to new office)

Business Name _____ Office # _____

Business Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Broker Name (Please Print): _____ Telephone #: _____

Broker's Signature: _____ Date: _____

Associate Broker's Name (print): _____ Associate Broker #: _____
(If working in branch office)

Associate Broker's Signature: _____ Date: _____
(Both signatures needed if in branch office)

****Return original signed and dated license to Real Estate Commission***

E. EMPLOYING BROKER INFORMATION

Notice to Employing Broker: Please review and initial the first page of this application before signing.

Employing Broker's Name (print): _____ Broker #: _____

Business Name: _____ Office #: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Broker's Signature: _____ Date: _____

Associate Broker's Name (print): _____ Associate Broker #: _____
(If working in branch office)

Associate Broker's Signature: _____ Date: _____
(Both signatures needed if in branch office)



THE STATE
of **ALASKA**

*Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing*

REC

FOR DIVISION USE ONLY

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

(907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Signature Page

Applicant Name:	
------------------------	--

Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the State of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature:		Date:	
-------------------	--	--------------	--



THE STATE

of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

Verification of Real Estate Licensee Experience

APPLICANT: Complete only the top portion of this form. Mail to your past Supervising Broker where you worked as a real estate licensee prior to becoming a Broker.

PLEASE PRINT:

Current Real Estate License # _____

I, _____
Last Name First Middle Former Name (if applicable)

am applying for a broker license, and I hereby authorize you to release information as required on this form to the Alaska Real Estate Commission.

I worked as a real estate licensee during the following period:

Employment Dates: From: _____ To: _____

Signature: _____

Address: _____ Birth Date: _____

EMPLOYER: Please complete this form and return to the Alaska Real Estate Commission at the address listed above.

1. Dates of Employment as a real estate licensee: From: _____ To: _____

2. Total months worked as a real estate licensee: _____

Signature of Supervising Broker or Authorized Representative

Title

Printed Name

Date

Company Name or Agency: _____

Mailing Address: _____
Street or P.O. Box Number

City

State

Zip Code

Telephone No.



PLEASE RETURN COMPLETE FORM DIRECTLY TO THE ALASKA REAL ESTATE COMMISSION



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply): **AMOUNT**

☐ Application Fee: _____

☐ License or Renewal Fee: _____

☐ Other (name change, wall certificate, fine, duplicate license, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: _____

2. Expiration Date: _____

3. Security Code: _____

All 3 fields **MUST**
be completed!

This section will be
destroyed after the
payment is processed.