



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) 269-8162 ★ Fax: (907) 269-8196
E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/

REAL ESTATE BROKER APPLICATION BY ENDORSEMENT

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

The following items must be on file before you will be considered for a Broker License by Endorsement:

- Complete and notarized application.
- Payment of the required fees (12 AAC 64.059(f) and (g)):

Nonrefundable application fee:	\$200.00
License fee:	\$200.00
Recovery Fund fee:	\$ 30.00
Total:	\$430.00
- License History, including License Status, from each jurisdiction where you hold or have ever held a **Real Estate** License. At least one jurisdiction must reflect licensure at the Broker level, and that license must be current and active on the date your Alaska application is considered "complete". The License History information 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 64.059(f)(4), 12 AAC 64.059(g), 12 AAC 64.061(b)(c)).** License history(ies) must be received before a license can be issued.
- Proof that you worked as a licensee for at least 24 months within the immediate 36 months prior to obtaining your initial Broker license in another jurisdiction. An Affidavit of Licensee Experience signed by your supervising broker(s) confirming licensee experience must be submitted or documented evidence reflecting experience on the license history documentation which is to be submitted from the jurisdiction where you practice as a licensee (08.88.171(a)).
- Submit the **original** exam score sheet passing the "Alaska" portion of the Broker exam. Exam scores are **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 the exam scores. For information and the application for examination, contact Pearson VUE at 1-800-274-5992 or www.pearsonvue.com (08.88.171(a), 08.88.263(1), 12 AAC 64.059(f)(2) and (3), and 12 AAC 64.059(g)).
- Submit proof of Broker education **equivalent** to the 30 hours required in 12 AAC 64.063(b) or 30 hours of an Alaska approved broker education course. Copies of your education certificates or a transcript are required. In accordance with 12 AAC 64.063(a)(2), these hours must have been completed within 24 months immediately proceeding the date of application. (see education topics listed in 12 AAC 64.063(b), 08.88.091, 12 AAC 64.059(f)(5), 12 AAC 64.059(g)).
- Completion of a written statement verifying you have worked as a Real Estate licensee, as your principle occupation, within the immediate six months proceeding the date of application. The statement is included as section C of the application form. To be eligible for endorsement, you must have:
 - owned a Real Estate Business;
 - been employed as a Broker by a Corporation or Partnership; or
 - been an actively licensed Broker or Associate Broker under another Broker (12 AAC 64.061(c)(1)).
- Office Registration Information (12 AAC 64.059(g)(2)). Application available at www.commerce.alaska.gov/occ/
- Business License Application. Applications available at www.commerce.alaska.gov/occ/.
- 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.

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 an 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/.

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

Under AS 08.01.100(e) a license may not be renewed if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form Request for Exception from Social Security Number Requirement located on the division's web site at: www.commerce.alaska.gov/occ/ or contact the division office for the form.

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 and Professional Licensing web site at: www.commerce.alaska.gov/occ/ under License Search.

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 #10)



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REC/ZSU

For Division Use Only

REAL ESTATE BROKER APPLICATION BY ENDORSEMENT

I HEREBY APPLY for license by endorsement from the State of _____.

Note: Your license in the above state must be "current" and "active" on the date your application is considered complete.

Nonrefundable Application Fee:	\$200.00
Initial License Fee:	\$200.00
Recovery Fund Fee:	<u>\$ 30.00</u>
Total fees required with the application:	\$430.00

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)

EMAIL: _____

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 #10). "Yes" answers may not automatically result in license denial. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

- | | 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?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you attached required documentation for any "Yes" answers for questions 1-7?
(Check "No" if you have not answered yes to any question.) | <input type="checkbox"/> | <input type="checkbox"/> |

Broker review (initial) _____

C. LICENSE/CERTIFICATE HISTORY

List all states or jurisdictions in which you are currently, or have ever held a license/certification in the Real Estate profession. **License histories/certifications must be sent directly to the Alaska Real Estate Commission from another licensing authority.** 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>

If additional room is needed, please continue on an attached page.

D. PRINCIPAL OCCUPATION STATEMENT

In accordance with 12 AAC 64.061(c)(1), I verify that I have practiced Real Estate activity as my principal occupation within the immediate six months preceding this application.

Dates of Practice: _____ Brokerage Name: _____

Additionally, I confirm that I (check at least one):

- (A) Owned a Real Estate business within the past six months;
- (B) have been employed as a Broker by a corporation or a partnership;
- OR-**
- (C) have been an actively licensed Broker or Associate Broker under another Broker within the past six months.

E. ALASKA 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: _____

F. CERTIFICATION OF INFORMATION

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I am not omitting any information which might be of value to this commission in determining my qualifications; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall serve as sufficient grounds for the suspension, cancellation, or revocation of my broker certificate, even though it is not discovered until after issuance.

WARNING: Per 12 AAC 64.160, making false or fraudulent representation or material misstatement on an application for a license, renewal, or examination is grounds for revocation, suspension or denial of a license. The person may also be subject to criminal charges for perjury or unsworn falsification (AS 11.56.210 and AS 11.56.230).

SIGN HERE



Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public in and for the State of _____ this _____ day of _____, 20 _____.

SEAL

Signature of Notary Public

My Commission Expires: _____



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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:

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

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

License # _____ State of Licensure: _____

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 COMPLETED FORM DIRECTLY TO THE ALASKA REAL ESTATE COMMISSION