



State of Louisiana
LOUISIANA REAL ESTATE COMMISSION

OFFICE OF THE GOVERNOR

Initial Real Estate Broker License Application – Part A

The Louisiana Real Estate Commission (“Commission”) has prescribed this *Initial Broker License Application* form, according to the Louisiana Real Estate License Law (La. R.S. 37:1430 et seq). The *Initial Broker License Application* form shall be answered completely, and any incomplete or inaccurate application or any application submitted without the appropriate, nonrefundable payment shall be considered unfiled.

Payment shall be made according to the Act and the fee schedule detailed below. Please also make payment to the Commission, payable to the: Louisiana Real Estate Commission. Company checks, personal checks, certified checks, and money orders are accepted. Please do not send cash via mail.

Initial license fee.....	\$120.00
Research and Education Fund fee.....	\$ 10.00
Recovery Fund fee.....	\$ 10.00
Application Processing fee.....	<u>\$ 25.00</u>
TOTAL.....	\$165.00

FOR LREC USE ONLY

Errors and Omissions Insurance premiums that may be due upon submission of this application are not included in the total amount listed.

TYPE OF LICENSE FOR WHICH YOU ARE APPLYING: Individual Broker Associate Broker

Select the category that best describes the type of license for which you are applying:

- Louisiana Resident
- Reciprocal Non-resident (Active resident licensee in AL, AR, CO, GA, IA, MS, NM, OK, or PA)
- Non-resident (Active resident licensee in a state other than Louisiana or the above reciprocal states)

PERSONAL INFORMATION: Complete all applicable sections

In accordance with LA R.S. 37:23, you are required to provide your social security number on all applications for a state license or certificate. The law charges the LREC with the responsibility for maintaining the confidentiality of this information. The LREC is prohibited from releasing any social security number, unless requested to disclose it to the agency charged with implementing a program of family support, as specified in LA R.S. 46:236.1.1 et seq.

1. Social Security Number _____

A United States Permanent Resident Card (Form I-551), commonly known as an Alien Registration Card or Green Card, is issued as proof of a non-citizen’s lawful permanent resident status in the United States. An individual with a valid Form I-551 has the right to live and work permanently in the United States. If you are a permanent resident age 18 or older, you are required to have a valid green card in your possession at all times. See Immigration and Nationality Act, INA: Act 264 – Forms and Procedures [8 U.S.C. 1304]. Skip No. 2 if it is not applicable to you.

- 2. Alien registration Number _____
- 3. Legal last name (and suffix, if any) _____
- 4. Legal first name and middle initial _____
- 5. Date of birth (mm/dd/yyyy) _____

Licensees are restricted from advertising in any name other than the identical name that appears on their license. If you are known by a name other than the legal name listed above, such as a nickname or your middle name, and you wish to be licensed in that name, you must indicate the specific name, including any suffix, as you wish for it to appear on your license and in all advertising. (Ex: *First Middle "Nickname" Last* or *"Nickname" Last* or *First, Middle, Last, Jr. or other variations of your choice*)

6. State your name exactly as you wish for it to appear on your license:

- 7. Are you currently in the military or the spouse of a military service member?
 Yes No (If yes, furnish a copy of your current military ID card or DD Form 214)

TRADE NAMES (Skip this section if you are applying as an Associate Broker)

This section is **NOT FOR USE** in setting up a company (Corporation/Partnership/LLC) license. Use the Initial Application for a Broker Corporation/Partnership/LLC to establish a company license after your individual broker license has been issued.

- 8. Will you operate under your **INDIVIDUAL real estate broker license** using a trade name?
 Yes No

If yes, state your trade name exactly as it appears on record with the Secretary of State:

You must provide the LREC with a copy of the certificate of registration issued by the Secretary of State before your license will be issued.

PREFERRED MAILING ADDRESS AND DAYTIME TELEPHONE NUMBER

- 9. Street number or P.O. Box _____
 City, State, Zip _____
 Parish/County _____
- 10. Daytime phone number _____

BUSINESS ADDRESS AND TELEPHONE NUMBER

Same as mailing address

- 11. Street number or P.O. Box _____

City, State, Zip _____

Parish/County _____

12. Business phone number _____

HOME ADDRESS AND TELEPHONE NUMBER (USE PHYSICAL ADDRESS ONLY) Same as mailing address

13. Street number or P.O. Box _____

City, State, Zip _____

Parish/County _____

14. Home phone number _____

15. How long have you resided in your resident state? _____ days months year

16. Cell phone number _____

17. E-mail address (this is how the LREC will send you important updates regarding your license)

18. Are you currently licensed, or have you ever been licensed, as a real estate salesperson or broker in Louisiana or any other state? Yes No

If yes, list each name, date, and state in which a real estate license has ever been issued to you. Use an attachment if necessary. You must attach both a certified license history verification and certified Active/Inactive license history from each state, other than Louisiana, that has issued you a real estate license:

19. Name the institution and city and state from which your high school diploma or equivalency certificate was received:

Name: _____

Location: _____

20. Have you ever had any professional or occupational license denied, censured, suspended, or revoked in Louisiana or any other state? Yes No (If yes, furnish a letter of detail with this application)

21. Have you ever been convicted, pled guilty or nolo contendere to (a) the crimes of forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, theft, or any crime of moral turpitude, or (b) any felony crime in a court of competent jurisdiction? Yes No (If yes, furnish a letter of detail with this application)

- 22. All applicants are required to provide proof of completion of the Louisiana approved 150-hour prerequisite course required for this license. Attach a copy of the Louisiana 150-hour prerequisite course certificate. Note that these hours cannot include hours previously used to meet the prerequisite course requirement for a salesperson license. (Not applicable to reciprocal applicants)

CERTIFICATION AND ACKNOWLEDGMENT: I attest that I have knowledge of and understand the provisions of the Fair Housing Act of 1968, the Louisiana Open Housing Opportunity Act, and any amendments thereto, and that I will neither induce nor attempt to induce any person to sell or rent any dwelling by representation regarding the entry or prospective entry into an area, subdivision or neighborhood of a person or persons of a particular race, color, religion or national origin. I hereby acknowledge the forfeiture of all fees filed with my application for a Louisiana real estate license in the event that I do not obtain the license for which I have applied. Further, if this application is acted upon favorably, I agree to comply with all the laws embodied in the Title 37, Chapter 17, Louisiana Revised Statutes of 1950, and amendatory acts, and the Rules and Regulations of the Louisiana Real Estate Commission. I hereby certify that all the information provided herein is true and correct and the Louisiana Real Estate Commission may rely on its truthfulness in considering this application.

IRREVOCABLE CONSENT TO SERVICE OF PROCESS AND POWER OF ATTORNEY FOR RECIPROCAL AND NON-RESIDENT APPLICANTS ONLY: I do hereby irrevocably make, constitute, and appoint the Executive Director of the Louisiana Real Estate Commission, and any successors in office, my true and lawful attorney-in-fact, and in the State of Louisiana, upon whom all process of law concerning me in any legal action or proceeding may be served, subject to and in accordance with all laws of the State of Louisiana and all amendments thereto, and I do hereby specifically agree that in any and all such legal processes of law, which may be served upon my attorney-in-fact, shall be deemed served upon me personally, and that all such processes of law served upon my attorney-in-fact shall have the same effect as if I were a resident of the State of Louisiana and have been personally served with such process of law.

Signature of Applicant

Date

CRIMINAL BACKGROUND:

All real estate license applicants shall provide LREC with a completed criminal background history after submission of their license application.

The LREC recommends and prefers that all applicants successfully pass both the state and national exams prior to ordering a criminal background history. The criminal background history shall remain effective for up to a maximum term of one year from the official date of the completed report.

After making application you will be able to order your criminal background history through your MyLREC Portal.

Visit <https://lrec.gov/become-licensed/broker/background-check/> for more information on background check requirements.