



LOUISIANA REAL ESTATE COMMISSION

Post Office Box 14785

Baton Rouge, LA 70898-4785

(225) 925-1923 or (800) 821-4529 (LA only)

## Initial Real Estate Broker License Application – Part A

Complete this form to apply for an initial Resident, Non-Resident, or Reciprocal Real Estate Broker License. Read the instructions carefully, as certain application requirements may differ for each license type. Personal checks, company checks, cashier's checks, and money orders are accepted. Make fees payable to the Louisiana Real Estate Commission. Please do not send cash through the 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>
<b>TOTAL.....</b>	<b>\$165.00</b>

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. Enter your social security number here     $\longrightarrow$    

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. Enter your alien registration number here     $\longrightarrow$    

3. Legal last name (and suffix, if any) \_\_\_\_\_

4. Legal first name and middle name \_\_\_\_\_

5. Date of birth (mm/dd/yyyy) and gender    \_\_\_\_/\_\_\_\_/\_\_\_\_     Male     Female

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:  
\_\_\_\_\_

**TRADE NAMES:** Skip this section if you are applying as an Associate Broker

7. Will you operate under your individual real estate broker license using a trade name?  Yes  No

8. 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. Once your individual real estate broker license has been issued, you are eligible to be the qualifying broker for an unlimited number of licensed real estate corporations, partnerships, and limited liability companies. Application forms for these additional licenses can be found on the LREC website at [www.lrec.state.la.us](http://www.lrec.state.la.us).

**PREFERRED MAILING ADDRESS AND DAYTIME TELEPHONE NUMBER**

9. Street number or P.O. Box \_\_\_\_\_  
City, State, Zip+4 \_\_\_\_\_  
Parish/County \_\_\_\_\_

10. Daytime phone number ( ) \_\_\_\_\_ - \_\_\_\_\_

**BUSINESS ADDRESS AND TELEPHONE NUMBER**  Same as mailing address

11. Street number \_\_\_\_\_  
City, State, Zip+4 \_\_\_\_\_  
Parish/County \_\_\_\_\_

12. Business phone number ( ) \_\_\_\_\_ - \_\_\_\_\_

**HOME ADDRESS AND TELEPHONE NUMBER**  Same as mailing address

13. Street number \_\_\_\_\_  
City, State, Zip+4 \_\_\_\_\_  
Parish/County \_\_\_\_\_

14. Home phone number ( ) \_\_\_\_\_ - \_\_\_\_\_

15. How long have you resided in your resident state? \_\_\_\_\_

**OTHER CONTACT INFORMATION**

16. Cell phone number ( ) \_\_\_\_\_ - \_\_\_\_\_

17. E-mail address \_\_\_\_\_@\_\_\_\_\_

Upon receipt of your license, the Louisiana Real Estate Commission will issue you an email address unique to your license, which will be used for all future correspondence.

**CRIMINAL BACKGROUND:**

As part of the application process, the Louisiana Real Estate Commission has contracted with Clearbox, LLC to conduct criminal background checks on all applicants for a real estate license. You may be required to submit additional information based on the content of the information contained therein. Go to the Licensing menu on the Louisiana Real Estate Commission website at [www.lrec.state.la.us](http://www.lrec.state.la.us) to begin the process for ordering your criminal background check. There you will find

complete instructions for setting up a user account and ordering your criminal background check. The timeframe for receiving the background check is typically 2-3 days. Payments made for your criminal background check are separate and apart from any initial application fee paid to the LREC. An authorization to sit for the examination will be issued to you; however, your application will be considered incomplete, and no license will be issued, until such time that the requested information is received and accepted. Background checks expire in 120 days, so make sure to time your submission as close as possible to taking the exam. The following is an important part of the application process. Please proceed with care.

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

19. 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 official license history verifications from each state that has issued you a real estate license.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

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

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.

**EDUCATION:**

22. Name the institution and the city and state from which your high school diploma or equivalency certificate was received. Attach proof (certificates or transcripts) that you have completed the 150-hour prerequisite course work required for this license. Note that these hours cannot include hours previously used to meet the educational requirement for a salesperson license. Questions regarding this requirement should be directed to the LREC Education Division.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

**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:** 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 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

**IMPORTANT:** Remember to order your criminal background check and to include all requested attachments. Failure to do so will prolong the application process and the issuance of the license for which you have applied. If you are an applicant for an associate broker license and do not have a sponsoring broker at the time of application for testing, only Part A - Initial Real Estate Broker License Application should be submitted. Upon passage of the examination, you will have 90 days to secure a sponsoring broker and submit Part B - Sponsorship Affidavit to the Louisiana Real Estate Commission to complete the licensing process. Upon passage of the examination, but prior to the issuance of a license, you must show proof of Errors and Omissions insurance coverage. The license will not be issued until such proof is provided. Please notify the LREC of any disability which may require special accommodations, auxiliary aids, or services, with regard to the application process.