



## BROKER

## LICENSE EXAMINATION APPLICATION

### LICENSE QUALIFICATION PROCESS

The Ohio Division of Real Estate and Professional Licensing, Department of Commerce, issues professional licenses to the following: **Real estate salespersons, brokers and appraisers.** To receive a state license, an applicant must meet the following requirements:

- 1.) Be at least 18 years of age.
- 2.) Be a United States citizen or a legal alien\* (must provide proof of being a legal alien).
- 3.) Be honest, truthful and of good reputation.
- 4.) Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate.
- 5.) If originally licensed on or after January 3, 1984, proof of satisfactory completion of a minimum of two years of post-secondary education. The pre-licensure requirements may be included in these two years.
- 6.) Complete the education and experience qualifications.
- 7.) Pay the applicable fees.
- 8.) Pass the examination.

### TO QUALIFY TO SIT FOR THE EXAMINATION

- 1.) A completed Broker License Examination Application with \$100, non-refundable fee.
- 2.) Submit proof of completion of the education requirements (a copy of official transcripts or course completion certificates).
- 3.) A statement describing any real estate experience other than sales/leasing.

Once the Division processes a complete application, the applicant's information is sent to the testing vendor. The testing vendor will process the information and send the applicant a Candidate Information Bulletin with instructions on scheduling the exams. The applicant must pass the State and National portions of the Ohio Real Estate exam in order for a license to be issued. Passing score: 75

Mail the completed Broker Examination Application with required documents and \$100 non-refundable check or money order, made payable to the Ohio Division of Real Estate, to the following address:

**Ohio Department of Commerce  
Division of Real Estate and Professional Licensing  
77 South High Street, 20<sup>th</sup> floor  
Columbus, OH 43215**

\*If you are living in the United States, Federal Law [8 USCS 1621] [PRWORA], limits the issuance of professional licenses to U.S. citizens or aliens lawfully admitted to the U.S.

# BROKER

# LICENSE EXAMINATION APPLICATION

This form is interactive. Type the required information into the form, print, sign, date, and forward to the Division for processing. Otherwise, the form may be printed, typed or handwritten (legibly to prevent delays in processing, black ink).

**FEE: \$100.00**

FOR DIVISION USE ONLY

**Note: Incomplete applications will be returned to the requestor for correction.**

**Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.**

## APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME		SUFFIX
HOME ADDRESS			PHONE NUMBER	SOCIAL SECURITY NUMBER
CITY	STATE	COUNTY	ZIP CODE	DATE OF BIRTH
EMAIL ADDRESS				
FILE NUMBER (if currently licensed)	ORIGINAL ISSUE DATE	DATE OF LAST BROKER EXAMINATION (if no license was issued)		

IF YOUR CURRENT OHIO LICENSE NUMBER WAS ISSUED PRIOR TO THE YEAR 2000, DO YOU WISH TO RETAIN THIS NUMBER ONCE YOU HAVE SUCCESSFULLY PASSED THE BROKER EXAMINATION?  YES  NO

## ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES" BELOW. QUESTIONS CONCERNING PROFESSIONAL LICENSES APPLY TO **ALL PROFESSIONAL LICENSES** REGARDLESS OF PROFESSION.

- YES  NO Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
- YES  NO Have you ever been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate?
- YES  NO Have you ever had any professional license revoked, suspended or limited in any way for any reason?
- YES  NO Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
- YES  NO Have you ever been the subject of any unsatisfied judgments?
- YES  NO Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations? EXPLAIN: \_\_\_\_\_

## THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**NOTICE:** Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

**NOTICE:** Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.



