



West Virginia Real Estate Commission  
300 Capitol Street, Suite 400  
Charleston, WV 25301  
(p)304.558.3555; (f)304.558.6442  
<https://rec.wv.gov>

## APPLICATION FOR LICENSE AS A REAL ESTATE SALESPERSON

For Office Use Only

(\$25 Application Fee Required)

<input type="checkbox"/> REEXAMINATION	COMMISSION ACTION	DATE	GRADE
<input type="checkbox"/> PREVIOUSLY LICENSED	DATE OF ISSUE	DATE	GRADE
<input type="checkbox"/> RECIPROCITY	LICENSEE #	DATE	GRADE

Application is hereby made under the provisions of Chapter 30, Article 40, Code of West Virginia, for a license as a real estate Salesperson.

Making a false statement may subject the licensee to disciplinary action including, but not limited to, immediate revocation or suspension of the license obtained.

PLEASE PRINT LEGIBLY OR TYPE

### I. APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_  
(First) (Middle) (Last) (Phone Number)

Other Names Used \_\_\_\_\_ Email address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street/PO Box) (City) (State) (ZIP Code) (County)

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_  
(City) (State)

Have you previously submitted an application to the West Virginia Real Estate Commission? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you a high school graduate or the holder of an equivalent diploma? \_\_\_\_\_

### II. REAL ESTATE EDUCATION

You must have completed a total of 90 clock hours pre-license real estate education from a provider approved by the West Virginia Real Estate Commission. You must attach **original** completion certificates or transcripts.

Course Provider/School	Date Completed

### III. GENERAL

1. Give a complete list of all places where you have resided for a period of sixty days or more during the last five years:

City, State	Dates	Employer & Business

2. I am currently a resident of the State of \_\_\_\_\_ Since \_\_\_\_\_

Note: After passing the licensing examination (if required), every non-resident must furnish a surety bond in the penalty of \$2,000 and an irrevocable consent for service of process on forms supplied by the WV Real Estate Commission. The surety bond is not required if the license is issued on inactive status.

3. List each jurisdiction in which you currently hold, or have held, a real estate license!

*City, State*

*Dates*

*Type of License Held*


Note: You must enclose an original "Certification of Licensure" from each authority in which you currently hold, or have held, a real estate license. Certifications are obtained from the Real Estate Commission of the authority and are not a copy of your license. Certifications must be dated within 60 days of the date this application is submitted.

4. List each authority where you currently hold or have held any other type of professional license.

*City, State*

*Dates*

*Type of License Held*


		YES	NO
5.	Have you ever had a real estate license, or any other professional license refused, suspended, or revoked, or had any other form of disciplinary action taken against you in this or any other jurisdiction? (If yes, attach an explanation with complete details.)		
6.	Has any complaint been filed against you with the West Virginia Real Estate Commission or a Real Estate Commission of any other jurisdiction within the last five years? (If yes, attach complete details.)		
7.	Are you now a party, either as complainant, plaintiff, or defendant, in any litigation involving real estate? (If yes, attach complete details.)		
8.	Have you ever been convicted of any criminal offense, or is there any criminal charge now pending against you or any member or officer of your partnership, association, or corporation? (If yes, contact the Commission for additional information prior to submitting your application.)		
9.	Do you understand that the license certificates of all salesperson and associate brokers employed by the broker shall be retained in the broker's custody and control, and returned promptly to the Commission upon termination of his or her employment, or upon the request of the Commission?		
10.	Do you agree to conduct all business in a strictly legitimate and ethical manner?		
11.	Do you understand that all licenses expire on June 30 <sup>th</sup> , and that an application for renewal of real estate license with proper fee, must be made to the Commission before that date?		
12.	Have you read, and do you agree to conform to all the provisions of WV Code § 30-40 and the Rules promulgated by the West Virginia Real Estate Commission?		
13.	Do you have a child support obligation?		
14.	Does any arrearage amount equal or exceed the amount of child support payable for six months?		
15.	Are you the subject of a child-support related subpoena or warrant?		

### AFFIDAVIT

I, the applicant, being duly sworn, depose and say that I am the applicant above named, that I have read the foregoing application and the answers thereon, and that such answers, to the best of my knowledge and belief are true and correct, and I personally attach my signature to this affidavit.

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Seal

### RECOMMENDATION OF SPONSORING BROKER

I, \_\_\_\_\_ a real estate broker duly licensed under the laws of West Virginia, as such, do hereby certify to the West Virginia Real Estate Commission that \_\_\_\_\_, the applicant named above, is about to enter my employ, and that, in my opinion, the applicant is honest, trustworthy and of good reputation, and I recommend that a license as a real estate salesperson be granted to the above applicant.

\_\_\_\_\_  
Signature of Broker

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Seal

## RECOMMENDATIONS OF REAL ESTATE OWNERS

### RECOMMENDATION #1

I, \_\_\_\_\_, hereby certify; I have owned real estate in \_\_\_\_\_ County, State of \_\_\_\_\_ for at least the past twelve (12) months; I have known \_\_\_\_\_, the applicant, for the past two (2) years; I am not related to the applicant; I am not affiliated with the applicant as an employer, partner or associate: I am not affiliated with the broker that will employ the applicant; I know the applicant bears a good reputation for honesty, trustworthiness and fair dealing, and believe the applicant is competent to transact the business of a real estate salesperson in a manner that will protect the interest of the public; I do hereby recommend that a license be granted to the applicant.

\_\_\_\_\_  
Property Owner's Signature

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Seal

### RECOMMENDATION #2

I, \_\_\_\_\_, hereby certify; I have owned real estate in \_\_\_\_\_ County, State of \_\_\_\_\_ for at least the past twelve (12) months; I have known \_\_\_\_\_, the applicant, for the past two (2) years; I am not related to the applicant; I am not affiliated with the applicant as an employer, partner or associate: I am not affiliated with the broker that will employ the applicant; I know the applicant bears a good reputation for honesty, trustworthiness and fair dealing, and believe the applicant is competent to transact the business of a real estate salesperson in a manner that will protect the interest of the public; I do hereby recommend that a license be granted to the applicant.

\_\_\_\_\_  
Property Owner's Signature

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Seal