



***Texas Real Estate Commission***  
**Post Office Box 12188 Austin, Texas 78711-2188**  
1101 Camino La Costa Austin, Texas  
Austin: (512) 459-6544 Toll Free: (800) 250 TREC (8732)  
Fax: (512) 465-3998 <http://www.trec.state.tx.us>

## **EFFECTIVE NOVEMBER 4, 2007 INCREASE IN EDUCATION EVALUATION REQUEST FEE & REAL ESTATE SALESPERSON APPLICATION FILING FEE**

Effective November 4, 2007, the filing fee to Request an Evaluation of Education Documents is **\$30.00**. An education evaluation request must be performed and education satisfied before a real estate salesperson or broker application is filed. The education evaluation is good for one year. Please submit the following fee with the current application form:

### **Education Evaluations for Sales or Brokers License**

Education Evaluation Fee	\$30.00
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The real estate salesperson application filing fee will also increase November 4, 2007. While the fees are increased, salesperson application forms will not reflect the increase in fee until January 2008. Please submit the following fees with the current application form:

### **Salesperson Applications**

Application for: Inactive Real Estate Salesperson License	\$94.50
Recovery fund fee (remains the same)	\$10.00

The real estate salesperson late renewal application filing fee will also increase November 4, 2007. While the fees are increased, the late renewal application form is incorrect and will not reflect the correct fee until January 2008. Therefore, please submit the following fee with the current application form:

### **Late Renewal of Salesperson License Applications**

Application for Late Renewal of a Salesperson License for license expired prior to 9/1/2007	\$92.50
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## **FINGERPRINTING REQUIRED FOR TEXAS REAL ESTATE LICENSEES EFFECTIVE JANUARY 1, 2008**

Anyone applying for or renewing a broker or salesperson license on or after January 1, 2008 must get fingerprinted in connection with the application. Fingerprints are required so that the Texas Department of Public Safety (DPS) can conduct a criminal history check with the Federal Bureau of Investigation (FBI). A criminal history check will be conducted on every applicant for a license and every time a real estate salesperson or broker license is renewed. Once fingerprints are on file with DPS, a licensee will not need to be fingerprinted for subsequent renewals.

- Fingerprints that an applicant or licensee may have submitted for any other reason, such as previous employment or for a state issued license, may not be used to apply for or renew a TREC salesperson or broker license.
- Fingerprints must be in the FBI's required format and must be taken at an authorized DPS site. Currently, there are 70 locations statewide where electronic fingerprints can be taken.
- Individuals who file a broker or salesperson application on or after January 1, 2008 will receive a letter from TREC after their application is filed with information about how to schedule a fingerprint appointment.
- License applicants must get fingerprints taken within 6 months of the date the application is filed or the application will terminate.
- If you are renewing a current license, you must wait until you get your renewal notice before you can get your fingerprints taken. TREC mails out renewal notices 90 days before a license expires.
- If you receive your renewal notice prior to January 1, 2008 and wish to renew your license before that date, you are not required to submit fingerprints. However, you will need to get fingerprinted for your next renewal.
- To renew your license on or after January 1, 2008, you should get your fingerprints taken at least ten (10) days before your license expiration date to avoid any renewal delay and assure continued licensure. Information on how and where to get your fingerprints taken will be available on the TREC website, [www.trec.state.tx.us](http://www.trec.state.tx.us).
- If you fail to get your fingerprints taken before your license expires, you will have to submit a late renewal application form and pay a higher fee to get a new license.
- You must get your fingerprints taken if you are currently licensed as a salesperson and are applying for a broker license if your fingerprints have not been previously submitted.
- TREC cannot issue or renew a license until it has confirmation that your fingerprints have been submitted to DPS in the required form.

MAILING ADDRESS:  
TEXAS REAL ESTATE COMMISSION  
P.O. Box 12188  
Austin, Texas 78711-2188



OFFICE ADDRESS:  
TEXAS REAL ESTATE COMMISSION  
1101 Camino La Costa  
Austin, Texas 78752  
Telephone: (512) 459-6544 or  
**1-800-250-TREC (8732)**

## APPLICATION FOR INACTIVE SALESPERSON LICENSE

(PLEASE READ ALL INFORMATION CAREFULLY)

**DO NOT USE THIS FORM IF YOU WERE LICENSED AS A TEXAS BROKER OR SALESPERSON IN THE PAST SIX YEARS. THE CORRECT FORM MAY BE DOWNLOADED FROM THE TREC WEBSITE @ [www.trec.state.tx.us](http://www.trec.state.tx.us)**

There are 3 steps to obtaining an active Texas real estate salesperson license.

- (1) File an education evaluation form along with copies of your transcripts and education documents and \$30.00 fee. The fee is required for an evaluation of education documents unless you obtained an evaluation in the past 12 months and paid the fee at that time. **Do Not** submit original education documents. You must obtain a letter from TREC attesting to satisfaction of all education requirements before you can file an application for a license. The current education requirements for a salesperson license are:

150 classroom hours of real estate courses acceptable to TREC. Specific core courses are required:

60 hours in Principles of Real Estate

30 hours in Law of Agency

30 hours in Law of Contracts

**30 additional core hours**

60 additional related or core hours

Other **core** courses are: Real Estate Appraisal; Real Estate Law; Promulgated Contract Forms; Real Estate Finance; Real Estate Marketing; Real Estate Mathematics; Real Estate Brokerage; Property Management; Real Estate Investments; and Residential Inspection for Real Estate Agents.

- (2) File an application for an inactive salesperson license, pass the examination, get your fingerprints taken and satisfy the statutory requirement for honesty, trustworthiness and integrity.

### NOTICE FOR APPLICANTS FILING ON OR AFTER JANUARY 1, 2008

**If your renewal is filed on or after January 1, 2008 you are required by law to have your fingerprints on file with the Department of Public Safety for TREC. Fingerprints on file for other agencies will not be accepted.** Your license will issue once you meet all licensing requirements and TREC receives confirmation from DPS that your fingerprints are on file. These fingerprints will be valid for subsequent renewals. You must present a completed FAST Pass at the time of fingerprinting. For directions on how to download your FAST Pass and make an appointment to get your fingerprints taken go to <http://www.trec.state.tx.us/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. You must pay a license application fee AND a fingerprinting fee.

**You must pass the examination and get fingerprinted within six months after the date the application is filed with TREC or your application will expire.**

Check the TREC web site at [www.trec.state.tx.us](http://www.trec.state.tx.us) for updates on the fingerprinting requirement.

Fees to be submitted with an application:

- Application processing fee: \$95.00
- Recovery fund fee: \$10.00 (if not previously paid)

License examinations are administered by Psychological Services, Inc. (PSI), a national testing service. Once your application has been received, processed and accepted, you will receive notification that you may obtain a copy of the Candidate Information Brochure (CIB) to register for the exam. The CIB contains information about the examination, study material and instructions for making a reservation with PSI. A valid photograph ID (driver's license, etc) is required for admission to a testing site. The name on the ID must match the name on the application for a license. You must pass the examination within six months after the date the application is filed with TREC.

If you have defaulted on a student loan with the Texas Guaranteed Student Loan Corporation (TGSLC) and are not currently making payments under a repayment agreement, contact the Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100, Telephone: 1-800-252-9743, BEFORE filing an application. State law prohibits renewing a license after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC) unless the licensee has entered into a repayment agreement with TGSLC. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan.

- (3) Arrange for a Texas real estate broker holding an active license to sponsor you as a salesperson. **Applicants and inactive salespersons are not authorized to act as real estate agents.**

While you are not required to have a sponsoring broker to file an application for a license, a sponsorship request form is included with the application materials. If you wish, you may file the sponsorship request along with the application. Once all licensing requirements have been satisfied, TREC will send an active salesperson license to the broker, and you may act for the broker on receipt of the license.

You may also file the application and arrange for sponsorship after TREC notifies you that you have been issued an inactive license. Once a broker holding an active license has mailed a request to TREC to act as your sponsor, you may begin to act for the broker as a salesperson.

#### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



7. Height: <input style="width: 100px; height: 25px;" type="text"/>  Weight: <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/>	8. Sex: F <input type="checkbox"/> M <input type="checkbox"/> (check one)	9. Ethnic Group:      Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other (specify): <input style="width: 100%; height: 25px;" type="text"/>
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10. Have you ever been licensed in Texas as a real estate salesperson or broker?      Yes  No   
***If the answer is YES, fill in the appropriate information below.***

License Expiration Date	License Type	License Number	Exact Name In Which License Was Issued

11. Have you been licensed as a real estate salesperson or broker in a state **other than Texas** within the last five (5) years?      Yes  No   
***If the answer is YES, submit a complete license history signed by the licensing agency of the state(s) in which you were licensed.***

12. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license?      Yes  No   
  
 (b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state?      Yes  No   
  
 (c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold?      Yes  No   
  
***If the answer to (a), (b), or (c) is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.***

13. Are there any unpaid judgments or any civil suits pending against you?      Yes  No   
***If the answer is YES, submit copies of all petitions and judgments and a written explanation.***

14. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than traffic tickets.)      Yes  No   
  
 (b) Have you ever been placed on probation or community supervision?      Yes  No   
  
 (c) Are there any criminal charges pending against you?      Yes  No   
  
***If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.***

15. Have you ever acted, or attempted to act, as a real estate broker or salesperson or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.)      Yes  No   
***If the answer is YES, submit a written explanation.***

16. List below all names (maiden, aliases, nicknames, etc.) by which you have been known



17. Provide employment history for the last five (5) years to the present date. Explain any periods of unemployment for more than thirty (30) days. If additional space is needed, attach a separate sheet of paper to complete your answer.

FROM		TO		Employer	City, State	Position
Month	Year	Month	Year			

**IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

The filing fee for this application is \$95.00. Most applicants must also pay a \$10 fee which is deposited into the real estate recovery fund. These fees are nonrefundable and must be submitted at the time the application is filed. TREC will reject and return an application submitted without the filing fees. Please submit ONE cashier's check, personal check, or money order for \$105.00 (\$95.00 if you have previously paid the recovery fund fee) payable to the Texas Real Estate Commission.

**NOTE**

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC) unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

**Texas Guaranteed Student Loan Corporation**  
**P.O. Box 83100**  
**Round Rock, TX 78683-3100**  
**Telephone: 1-800-252-9743**

# STATEMENT OF SALESPERSON APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I am a legal resident of Texas. I certify that I have examined this application and the answers given are true, correct and complete. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

\_\_\_\_\_  
Date Signed

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

## ***IMPORTANT INFORMATION - PLEASE READ THIS CAREFULLY***

1. Only fees pertaining to THIS APPLICATION should accompany this application.
2. Please ensure the following:
  - a. all information is printed in ink or typewritten;
  - b. all requested information is provided;
  - c. all questions have been answered;
  - d. all required signatures and dates of signing are in place, **do not** use signature stamps;
  - e. all education requirements have been met; and
  - f. all fee(s) are enclosed.

**IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING DATE, THE APPLICATION TERMINATES.**