INSTRUCTIONS FOR COMPLETING THE NON-RESIDENT OR RECIPROCAL SALESPERSON LICENSE APPLICATION

NOTE: This form is ONLY to be used when a person who holds a SALESPERSON license is reciprocating from another state, or applying for a license without reciprocity in the state of Mississippi. Mississippi residents who are licensed in another state wishing to reciprocate should use this form, and non-residents wishing to reciprocate should use this form.

Questions 1 – 2: This is the applicant’s personal information. All correspondence from MREC is sent to the applicant’s home address until they become licensed. If you cannot receive mail at your residence, you must provide your mailing address IN ADDITION TO your residential address. We must also have your email address. Be sure to provide a valid email address you have access to and regularly check in the event MREC should need to contact you.

Question 3: This is the address where the applicant will be conducting business. It must be a physical address. Post office boxes are not allowed.

Question 4: The broker’s name MUST be listed. If the broker has a company, include that name also. The broker MUST be a licensed Mississippi broker. The distance between the salesperson and responsible broker CANNOT be MORE than a 1 hour distance. If the distance is GREATER, the applicant will need to select a different, closer responsible broker.

Questions 5 – 11: Should be self-explanatory.

Question 12: FULL addresses should be listed along with the business person’s name (not their company name). Do not use relatives.

Questions 13 – 15: If you answer ‘yes’ to any of these questions, you MUST provide a SEPARATE statement regarding why you answered ‘yes.’

Regarding arrests and judgments, “all facts” include:
- The date of arrest and result. Any jail time and/or probation should be listed with dates of when it was or will be completed. Both misdemeanors and felonies should be disclosed.
- The date of the judgment, the amount, and when it was or will be paid in full.
- If you are currently in bankruptcy, you must send a copy of your petition/schedule. If you have been discharged, you ONLY need to send a copy of the discharge paper.

Questions 16 - 23: Note that some questions have multiple parts. Be sure to answer all questions fully.

Question 24: This is for your PERSONAL bank accounts.

Recommendation of Three Real Estate Owners: If you do not live in the state of Mississippi or haven’t lived in Mississippi for long, you are not expected to know three Mississippi real estate owners. You should have people who have owned property for at least three (3) years sign this. It is preferable that they be in your state, but not required. You may copy this section if you need to mail it to someone. Just be sure to include all ORIGINALS with your application to MREC. DO NOT USE THE SAME INDIVIDUALS USED IN QUESTION 12!!

To Be Completed byEmploying Broker: The broker must be licensed in Mississippi, and MUST complete the section for comments regarding the applicant’s qualifications, integrity and character. One word, the applicant’s license number, and the like are NOT acceptable.
Photos of applicant: You MUST include a full face and a profile (side view) face photo with your application. The photos are not required to be any certain size, but the MUST be clear.

Supplement and Pledge/Certification Forms: If you are a resident of Mississippi, you complete the Supplement to Application for Reciprocal License for a Resident of Mississippi. If you are NOT a resident of Mississippi, you complete the Supplement to Application for Reciprocal License for a Non-Resident of Mississippi. DO NOT COMPLETE BOTH SUPPLEMENTS.

ALL applicants MUST complete the Pledge/Certification form.

BEFORE MAILING, BE SURE THE FOLLOWING HAVE BEEN ADDRESSED:

- Application MUST be typed or printed. If it is printed, be sure handwriting is VERY CLEAR. MREC is not responsible for any misprints due to illegible handwriting.
- ALL questions have been answered in their entirety.
- The application fee is included.
- If you have not done so already, you MUST contact MREC PRIOR to submitting your application if you are reciprocating to Mississippi for any SPECIFIC reciprocal requirements of your state. Requirements vary greatly by state, and are not listed on our website.
- Current E & O coverage must be included. E & O must be in the applicant’s name, with Mississippi listed as a covered state, and a deductible listed not to exceed $2500.00
- ALL certifications of licensure have been included. You MUST include a certification from every state you have EVER been licensed in, regardless of the current status of that license. This is NOT a copy or your original real estate license. This is a certification you must order from that state regulatory agency. All certificates of licensure submitted to MREC must be received by MREC within 60 days of the notary date.
- The application must be notarized and must be received by MREC within 60 days of the notary date.
- You MUST send the ORIGINAL application. A copy or scan (even in color) will NOT be accepted. Also, all signatures must be the ORIGINAL signatures. Digital signatures are NOT acceptable.
APPLICATION FOR A NON-RESIDENT OR RECIPROCAL SALESPERSON’S LICENSE
(Application will not be accepted unless typed or printed CLEARLY)

1. Legal Name of Applicant ___________________________________________ Age ________ Sex ________
   (First) (Middle) (Last)

1.a. Name as you want to appear on your license ______________________________________

2. Marital Status ___________________________ Spouse’s Name ______________________

3. Residence Address of Applicant ______________________________________________________
   (Street and Number) (City)
   (County) (State) (Zip Code) (Telephone No.)

Email Address _______________________________________________________________________

4. Name of Employer to be designated on license ________________________________________
   (Broker/Company)

5. Physical Business Address of Employer ______________________________________________
   (Street or Building and Number)
   (Post Office Box) (County)
   (City) (State) (Zip Code) (Telephone No.)

6. Have you ever held a real estate license in Mississippi or any other state? ________ Yes ________ No
   (Please attach Certification of Licensure from state or states where licenses were/are held)

   Broker ________ Where _____________________________________________
   (Address) (City) (County) (State) (From) (To)

   Salesperson ________ Where _____________________________________________
   (Address) (City) (County) (State) (From) (To)

7. Have you ever before applied for a real estate license in the State of Mississippi? ________ Yes ________ No

8. Have you ever been denied a real estate license in this or any other state? ________ Yes ________ No
   (If “Yes”, furnish statement of details)

9. Has ANY license ever held by you been revoked or suspended, in this or any other state? ________ Yes ________ No
   (This refers to any license for any business or profession regulated by law in this or any other state, district or possession of the United States.)
10. What has been your business or occupation for the past five (5) years? Give places where employed for sixty (60) days or more and account for entire time. If self-employed, list nature of business and address of such said business.

From ______________________ To ______________________
(Employer) (Address) (City) (State) (Mo. & Yr.) (Mo. & Yr.)

From ______________________ To ______________________
(Employer) (Address) (City) (State) (Mo. & Yr.) (Mo. & Yr.)

From ______________________ To ______________________
(Employer) (Address) (City) (State) (Mo. & Yr.) (Mo. & Yr.)

11. What business, other than real estate, do you expect to engage in, and what is the address thereof? ______________________________________________________

12. Give the names and addresses of three (3) business persons who have known you for the last five (5) years. (Relatives should not be listed.)

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

13. Have you ever been convicted of any criminal offense or entered a plea of guilty/nolo contendere.

_____ Yes _____ No Misdemeanor ( ) Felony ( ) (If “Yes”, furnish detail statement of all facts)

14. Has anyone ever obtained a judgment against you? _____ Yes _____ No (If “Yes”, furnish detail statement of all facts)

15. Have you ever declared bankruptcy? _____ Yes _____ No (If “YES”, furnish petition for voluntary bankruptcy, schedules and discharge)

16. Are you an American citizen? _____ Yes _____ No (If “NO”, how long in the United States?)

17. When were you born? ________

(Month) (Day) (Year) Where __________________________

(City) (County) (State)

18. How long, immediately prior to date of the execution of this application, have you been a resident of Mississippi? ______

19. Give the name of the city, county and state where you are registered to vote. ________________________________

(City) (County) (State)

20. Social Security Number ________________________________________________

21. Do you have a valid Driver’s License? _____ Yes _____ No (If “Yes”, furnish number and name of state)

If “No”, please explain __________________________________________________________________________________________

22. Have you purchased a Car Tag? _____ Yes _____ No (If “Yes”, give name of state) __________________________________________________________________________________________

23. Did you file a State Income Tax return last year? _____ Yes _____ No (If “Yes”, in what state/states) __________________________________________________________________________________________

If “No”, please explain __________________________________________________________________________________________

24. Give the name and addresses of the banks you have accounts with.

________________________________________________________________________

(Bank) (Address) (City) (State) (Zip)
( ) Checking ( ) Savings ( ) Loans ( ) Credit Cards

________________________________________________________________________

(Bank) (Address) (City) (State) (Zip)
( ) Checking ( ) Savings ( ) Loans ( ) Credit Cards

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AFFIDAVIT
(READ CAREFULLY)

The undersigned, in making this application to the Mississippi Real Estate Commission for license to carry on the business of real estate Salesperson under the provisions of the Mississippi Real Estate Broker’s License Act of 1954, as amended, swears (or affirms) that he or she has read and is thoroughly familiar with the provisions of the aforementioned Act, and Rules and Regulations issued by the Commission, and agrees to comply fully with them. The undersigned further swears (or affirms) that all of the information given in this application is true and correct to the best of his or her knowledge and belief. Under Section 73-35-5(3) his or her application and other information submitted to this Commission may be reviewed by members of the general public under reasonable rules and regulations as shall be prescribed by the Commission. I hereby authorize any financial institution, educational institution or any other agency, public or private, federal or state, to release any information contained in their files to the Mississippi Real Estate Commission.

Signature of Applicant _____________________________________________

Subscribed and sworn to before me, this ______ day of _____________ 20 _____

My Commission expires __________________________

_________________________________________________________________

Notary Public     County     State

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RECOMMENDATION OF THREE REAL ESTATE OWNERS

The following recommendation must be signed by three (3) citizens, who have been property owners for at least three (3) years, and who have known the applicant for three (3) years. You may NOT use any of the same individuals previously listed in Item 12.

“I certify that I am a resident of ________________________________ and have been a property owner for at least three (3) years and I am not related to the applicant. The applicant bears a good reputation for honesty and trustworthiness; therefore, I recommend that a real estate license be granted to the applicant.”

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TO BE COMPLETED BY EMPLOYING BROKER

Responsible Broker’s Comments regarding the applicant’s qualifications, integrity and character. The employing Broker MUST hold an ACTIVE Mississippi Resident Broker’s License.

Mississippi Real Estate Commission Rules and Regulations state: “A Broker who signs the application of a salesman as being in his employ, when such is not the case, will render himself liable to suspension or revocation of his broker’s license.”

AFFIDAVIT OF EMPLOYING BROKER

(READ CAREFULLY)

The undersigned hereby swears (or affirms) that: "I am the employing Broker of the applicant and in my opinion, the applicant is honest and trustworthy. I have thoroughly discussed with the applicant the conditions under which the applicant’s license may be revoked or suspended under the provisions of Section 73-35-21, Mississippi Code of 1972, as amended, as well as the Rules and Regulations of the Mississippi Real Estate Commission (MREC) and am convinced that the applicant understands said provisions and Rules and Regulations, and hereby recommend that a license be granted to the applicant."

Signature of Employing Broker

Subscribed and sworn to before me, this _________________ day of ___________________ 20 _______

My Commission expires ______________________

County State

_________________________________
Notary Public
ATTACH PHOTOS BELOW

Application MUST be accompanied by the following items:

1. Proof of Errors and Omissions Insurance Coverage
2. Proper Fee of $120.00
3. Photos – Full Face and Profile Views
4. Make sure signatures are NOTARIZED with seal where required.
5. ALL questions must be answered to ensure prompt processing.
6. If you have held or hold a Real Estate License in any other state, you MUST enclose a Certification of Licensure from each state (this is NOT a copy of your real estate license).
7. Pledge/Certification Form
8. Supplement to license application for a “Non-Resident of Mississippi”
9. Supplement to license application for reciprocal license for a “Resident of Mississippi”
SUPPLEMENT TO APPLICATION FOR RECIPROCAL LICENSE
FOR A "NON-RESIDENT" OF MISSISSIPPI

As a non-resident of Mississippi who is duly and primarily licensed as a real estate professional in another state and is desirous of obtaining a Mississippi real estate license in order to conduct real estate activity within the state of Mississippi, as defined in Chapter 73-35 of the Mississippi Code of 1972, Annotated, I am aware that I must meet all of the requirements for obtaining a license, including but not limited to satisfying all pre-licensing education requirements and possibly completing an examination, which are set forth for a resident of the state of Mississippi except for meeting the residency requirement. After obtaining the license, I understand that I must abide by the Mississippi Real Estate Brokers Licensing Act of 1954 as Amended and its Rules and Regulations while I am conducting real estate activity for which the real estate license is required, involving Mississippi real estate.

As an applicant for a “non-resident” real estate license that is based on a reciprocal agreement between Mississippi and another state, I hereby agree to the following special provisions:

1) By affixing my signature to this document, I am filing a statement of irrevocable consent with the Mississippi Real Estate Commission that legal actions may be commenced against me in the proper court of any county of Mississippi in which a cause of action may arise or in which the plaintiff may reside by service of the process or pleading authorized by the laws of Mississippi, by the Secretary of State of Mississippi or by any member of the Mississippi Real Estate Commission or the Chief Executive Officer thereof. The consent stipulates that the service of process or pleading shall be taken in all courts to be valid and binding as if personal service had been made upon me within the state of Mississippi. I also consent to have any hearings conducted by the Commission pursuant to Section 73-35-23, Mississippi Code of 1972, Annotated, at a place designated by the Commission.

2) Any service of process or pleading shall be served on the Executive Officer of the Commission by filing duplicate copies, one of which shall be filed in the office of the Commission and the other forwarded to my last known principal address.

3) I also agree to cooperate with any investigation by the Commission of my real estate activities involving possible violations of the Mississippi license law.

By affixing my signature hereto, I do consent to the above requirements.

Signature of Applicant ________________________________

Subscribed and sworn to before me in my presence, this ______day of __________________, 20_____, a Notary Public in and for the County of __________________ State of _____________

______________________________
Notary Public

My Commission Expires _____________________________, 20___________
SUPPLEMENT TO APPLICATION FOR RECIPROCAL LICENSE FOR A “RESIDENT” OF MISSISSIPPI

As a resident of Mississippi who is duly and primarily licensed as a real estate professional in another state and is desirous of obtaining a Mississippi real estate license in order to conduct real estate activity within the state of Mississippi, as defined in Chapter 73-35 of the Mississippi Code of 1972, Annotated, I am aware that I must meet all of the requirements for obtaining a license which are set forth for a resident of the state of Mississippi except for the specific pre-licensing education requirements and the successful completion of an examination. I understand that I am required to complete a Mississippi approved Post-Licensing course within one (1) year of licensure in order to renew my temporary license on a permanent basis. After obtaining the license, I understand that I must abide by the Mississippi Real Estate Brokers Licensing Act of 1954 as Amended and its Rules and Regulations while I am conducting real estate activity for which the real estate license is required involving Mississippi real estate.

As an applicant for a “resident” real estate license that is based on a reciprocal agreement between Mississippi and another state, I hereby agree to the following special provisions:

4) By affixing my signature to this document, I am filing a statement of irrevocable consent with the Mississippi Real Estate Commission that legal actions may be commenced against me in the proper court of any county of Mississippi in which a cause of action may arise or in which the plaintiff may reside by service of the process or pleading authorized by the laws of Mississippi, by the Secretary of State of Mississippi or by any member of the Mississippi Real Estate Commission or the Chief Executive Officer thereof. The consent stipulates that the service of process or pleading shall be taken in all courts to be valid and binding as if personal service had been made upon me within the state of Mississippi. I also consent to have any hearings conducted by the Commission pursuant to Section 73-35-23, Mississippi Code of 1972, Annotated, at a place designated by the Commission.

5) Any service of process or pleading shall be served on the Executive Officer of the Commission by filing duplicate copies, one of which shall be filed in the office of the Commission and the other forwarded to my last known principal address.

6) I also agree to cooperate with any investigation by the Commission of my real estate activities involving possible violations of the Mississippi license law.

By affixing my signature hereto, I do consent to the above requirements.

Signature of Applicant______________________________________________________________

Subscribed and sworn to before me in my presence, this ______day of ________________,
20____, a Notary Public in and for the County of ___________________ State of ________________

_________________________________________ Notary Public

My Commission Expires __________________________, 20________________
PLEDGE/CERTIFICATION

I, ________________________________, certify that I have read the Mississippi Real Estate Brokers License Act of 1954, as Amended, and have read all of the Rules and Regulations established by the Mississippi Real Estate Commission. I further certify that I understand the types of misconduct, as set forth in both the Statute and the Rules and Regulations, for which disciplinary proceedings may be initiated against me as a real estate licensee.

Signature of Applicant ________________________________

Subscribed and sworn to before me in my presence, this _______ day of ________________, 20____, a Notary Public in and for the County of ________________ State of ________________

______________________________
Notary Public

My Commission Expires __________________________, 20____________