

# INSTRUCTIONS FOR COMPLETING THE NON-RESIDENT OR RECIPROCAL BROKER LICENSE APPLICATION

**NOTE:** This form is ONLY to be used when a person who holds a BROKER or BROKER/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.

**Questions 4 – 11:** Should be self-explanatory.

**Questions 12 – 13:** 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 14 - 21:** Note that some questions have multiple parts. Be sure to answer all questions fully.

**Question 22:** 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.

**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, Pledge/Certification Forms, and New Broker Address 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.

**ALL** applicants **MUST** complete the New Broker Address Form. ONLY ONE section should be completed (either Section A or Section B). If you will be operating as your own broker, complete Section B. If you will be operating as a broker/salesperson under another responsible broker, complete Section A. The responsible broker MUST be a licensed Mississippi broker. The distance between the broker/salesperson and responsible broker CANNOT be

MORE than a 1 hour distance. If the distance is GREATER, the applicant will either need to select a different, closer responsible broker, or the responsible broker will need to open a branch office at a location within that distance limit for the applicant broker/salesperson to be licensed to. **IF** the broker is requesting to change the business address to their PERSONAL HOME, a copy of a **privilege license** from the city or county (if the home is not in the city limits). If the home is in a covenanted subdivision, we will need a copy of the covenants showing home businesses are allowed, or a letter from the HOA granting approval to operate a business from the home. **This information must be sent with the application.**

**Application for Brokerage Firm and the Branch Office License Application:** Not all applicants will need these forms. If you have a company name you plan to do business under and advertise in Mississippi, you must apply for a company license with the Application for Brokerage Firm. The Branch Office License Application is **ONLY** used if a SECOND office will be opened also.

**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. Endorsements are not accepted from Tennessee.
- **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.
- If you are currently licensed as a broker/salesperson under another responsible broker, you must include a letter of recommendation from your current broker. The letter should be less than 60 days old when received by MREC. Send the original letter.
- The letter from your bank should be in reference to your personal banking accounts (not business accounts), confirm the banking relationship, and verify that the applicant is in good standing with the bank. The letter should be less than 60 days old when received by MREC. Send the original letter.
- 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.



# Mississippi Real Estate Commission

LeFleur's Bluff Tower, Suite 300  
4780 I-55 North, Jackson, MS 39211

OR

Post Office Box 12685  
Jackson, MS 39236-2685  
(601) 321-6970 – Telephone \* (601) 321-6955 – Fax

[www.mrec.ms.gov](http://www.mrec.ms.gov)

EFF. JULY 1, 2023

**\$100.00 FEE**

## APPLICATION FOR A NON-RESIDENT OR RECIPROCAL BROKER'S LICENSE

*(Application will not be accepted unless typed or printed – print CLEARLY)*

1. Legal Name of Applicant \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
(First) (Middle) (Last)

Name as you want to appear on your license \_\_\_\_\_

1.a. Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

2. Residence Address of Applicant \_\_\_\_\_  
(Street and Number) (City)

\_\_\_\_\_  
(County) (State) (Zip Code) (Telephone No.)

Email address \_\_\_\_\_

3. Physical Business Address of Applicant \_\_\_\_\_  
(Street or Building and Number)

\_\_\_\_\_  
(Post Office Box) (County)

\_\_\_\_\_  
(City) (State) (Zip Code) (Telephone No.)

4. Do you understand the requirements of the real estate license law as to maintaining a definite place of business either in Mississippi or your state and prominent display of your Mississippi Real Estate license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(You will be contacted prior to issuance of license for the address which should appear on your license)*

5. Do you certify that if granted a license, you will comply with the requirements in Item 4 of this application? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Have you ever held a real estate license as:  
Broker \_\_\_\_\_ Where \_\_\_\_\_  
(Address) (City) (County) (State) (From) (To)

Salesperson \_\_\_\_\_ Where \_\_\_\_\_  
(Address) (City) (County) (State) (From) (To)

*(Please attach Certification of Licensure from state or states where licenses were/are held)*

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 on any license for any business or profession regulated by law in this or any other state, district or possession of the United States.)

10.a. What has been your business or occupation for the past five 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.

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

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

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

b. Give complete summary of real estate experience, advise whether or not you have operated under a City or County Real Estate Privilege License, where obtained and the date or dates of Purchase. Disclose all states in which you have held or hold a real estate license and furnish a Certification of Licensure from that state or states.

\_\_\_\_\_  
\_\_\_\_\_

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

12. State if you have ever been convicted of any criminal offense. \_\_\_\_\_ Yes \_\_\_\_\_ No Misdemeanor ( ) Felony ( )  
(If "Yes", furnish detail statement of all facts)

13.a. Has anyone ever obtained a judgment against you in any court involving real estate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If "Yes", furnish detail statement of all facts)

13.b. Taken bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes", furnish petition for voluntary bankruptcy, schedules and discharge)

14. Are you an American citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Not", how long in the United States?) \_\_\_\_\_

15. When were you born? \_\_\_\_\_ Where \_\_\_\_\_  
(Month Day Year) (City) (County) (State)

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

17. Give the name of the city, county and state where you are registered to vote. \_\_\_\_\_  
(City) (County) (State)

18. Social Security Number \_\_\_\_\_

19. Do you have a valid Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes", furnish number and name of state) \_\_\_\_\_  
If "No", please explain \_\_\_\_\_

20. Have you purchased a Car Tag? \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes", give name of state) \_\_\_\_\_

21. Did you file a State Income Tax return last year? \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes", in what state/states) \_\_\_\_\_  
If "No", please explain \_\_\_\_\_

22. 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

**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 Broker 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

**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.

“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.”

Signature \_\_\_\_\_ Address \_\_\_\_\_  
(Street & Number) (City) (State)

Print Name \_\_\_\_\_

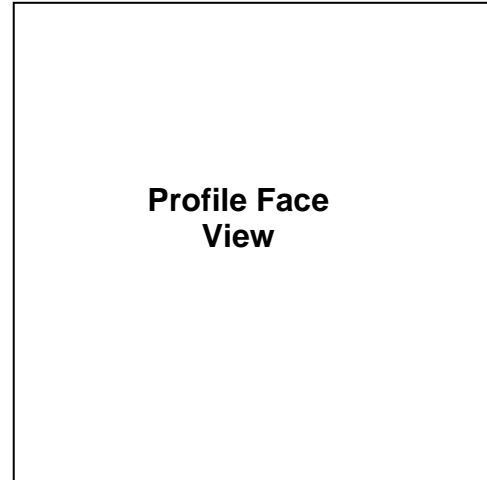
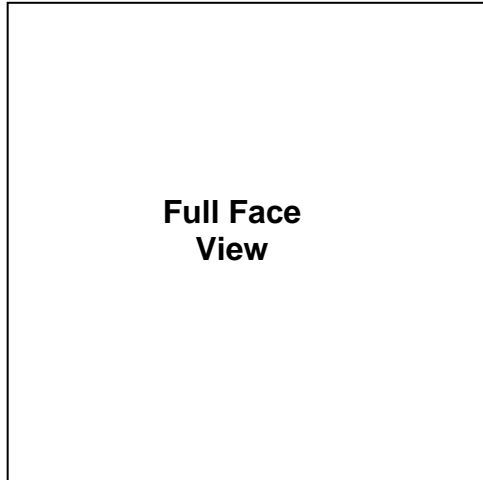
Signature \_\_\_\_\_ Address \_\_\_\_\_  
(Street & Number) (City) (State)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_  
(Street & Number) (City) (State)

Print Name \_\_\_\_\_

## ATTACH PHOTOS BELOW



Application MUST be accompanied by the following items:

1. Proof of Errors and Omissions Insurance Coverage
2. Proper Fee of \$150.00 (*On or after July 1, 2023, the filing fee drops to \$100*)
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. Letter from Broker (if presently employed as a salesperson)
8. Letter from bank regarding your handling of financial obligations with that institution.
9. Pledge/Certification Form
10. “New Broker” Address Form
11. Supplement to license application for a “Non-Resident of Mississippi”
12. Supplement to license application for reciprocal license for a “Resident of Mississippi”

**NON-RESIDENT/RECIPROCAL APPLICATION(S)  
MUST BE ACCOMPANIED BY THE FOLLOWING ITEMS:**

1. Certification of Licensure from the state(s) which you hold or have held a license in. Your current status must be Active.
2. Application fee(s):     **Broker ~ \$150.00     Salesperson ~ \$120.00**
3. Photos – Full Face and Profile (side view)
4. Make sure all forms are complete, signatures notarized with seal where required.
5. Letter from broker (if currently employed as salesperson).
6. Letter from bank, reference your financial handlings.
7. Proof of Errors & Omission Insurance Coverage.

**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 \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
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 \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
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 \_\_\_\_\_.

\_\_\_\_\_  
(Signature) NOTARY PUBLIC

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_.

**“NEW BROKER” ADDRESS FORM  
(Complete either Section A or Section B)**

NAME \_\_\_\_\_  
(First) (Middle) (Last)

**SECTION A:** I will be working in the capacity of a broker/salesperson with the Responsible Broker who has signed in the space provided below.

Responsible Brokers Name (print) \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Street Address (business) \_\_\_\_\_

P. O. Box (if applicable) \_\_\_\_\_

City State Zip Code

Phone Fax

\_\_\_\_\_  
Signature of Broker/Salesperson

The above named broker will be working for me in the capacity of a broker/salesperson on a fee basis to perform services similar to those of a salesperson and **must not at any time act independently as a broker and shall NOT perform any real estate service without my full consent and knowledge.** I assume all responsibility for his/her actions.

\_\_\_\_\_  
Responsible Broker’s name - printed

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

**SECTION B:** I will be operating on my own as a Real Estate Broker. Please issue my license as per the following information.

Responsible Brokers Name (print) \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Street Address (business) \_\_\_\_\_

P. O. Box (if applicable) \_\_\_\_\_

City State Zip Code

Phone Fax

\_\_\_\_\_  
Signature of Broker/Salesperson

# INSTRUCTIONS FOR COMPLETING THE BRANCH OFFICE LICENSE APPLICATION

**NOTE:** This form is ONLY to be used when a company is opening a SECOND office (AKA: satellite office). If the COMPANY does not already have a license in Mississippi, a branch office CANNOT be opened.

**Questions 1 – 3:** This information is for the broker's name, the current location of the primary company license, and the company name.

**Question 4:** This is the address and information for the NEW BRANCH location being applied for. A residential address is NOT acceptable.

**Question 5:** The MANAGING broker and the RESPONSIBLE broker can ONLY be the same IF the new branch office is WITHIN a 50 mile/1 hour drive radius of the current main company location. If the distance is GREATER, the responsible broker MUST have an associate broker licensee to place in the new branch office to act as the managing broker for that location.

**Questions 6 – 8:** Should be self-explanatory.

**Question 9:** This is the RESPONSIBLE broker's license information only.

## **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.
- A branch office **MUST** have at least **ONE** other licensee at that location other than the responsible broker in order to become a licensed branch. If the broker wishes to transfer a current agent from the primary or another branch location to the new one, the broker may request the transfer by a separate letter (to be attached to this application) signed and notarized requesting to move the named licensee from (specify current location) to the new branch office. **THE ORIGINAL WALL LICENSE AND A \$50.00 TRANSFER FEE MUST BE INCLUDED.** If the licensee to be in the new branch office is transferring to the broker and firm from another responsible broker, complete the appropriate broker or salesperson transfer application, return the original license, and include the \$50.00 transfer fee.
- The application must be notarized and must be received by MREC within 60 days of the notary date.



# Mississippi Real Estate Commission

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**\$50.00 FEE**

## BRANCH OFFICE LICENSE APPLICATION

*(Application will NOT be processed unless ALL questions are answered fully. Please type of print CLEARLY.)*

1. Name of Applicant \_\_\_\_\_
2. Business Address \_\_\_\_\_  
*(Number & Street) (City/State) (Zip Code)*
3. Name of Firm or Partnership \_\_\_\_\_
4. Branch Office Address \_\_\_\_\_  
*(Street/Bldg/Suite Number) (City) (State) (Zip)*  
\_\_\_\_\_  
*(County) (Office Phone) (Other Phone) (Office Fax)*
5. (a) Name and License # of Managing Broker who will be in charge of this office. \_\_\_\_\_
- (b) Name and License # of Responsible Broker. \_\_\_\_\_
6. Name to be used in advertising and conducting business. \_\_\_\_\_
7. Do you understand the requirements of the real estate license law as to maintaining a definite place of business and prominent display therein of certificate of registration? \_\_\_\_\_ Yes \_\_\_\_\_ No *(if No, explain answer below)*  
\_\_\_\_\_
8. Do you certify that if granted a Branch Office License you will comply with these requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(if No, explain answer)* \_\_\_\_\_
9. Date original Broker's license secured \_\_\_\_\_ License Number \_\_\_\_\_

### AFFIDAVIT (Read Carefully)

The undersigned, in making this application to the Mississippi Real Estate Commission (Commission) for license to carry on the business of a real estate broker under provisions of Section 73-35 of the Mississippi Code of 1972, as amended, swears (affirms) that he/she had read and is thoroughly familiar with the provisions of the aforementioned Act and Rules and Regulations of the Commission and agrees to comply fully with them. The undersigned further swears (affirms) that all of the information given in their application is true to the best of his/her knowledge and belief.

\_\_\_\_\_  
*Responsible Broker's name - printed*

\_\_\_\_\_  
*Signature of Responsible Broker*

SUBSCRIBED and SWORN to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_  
*(County) (State)*

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR BROKERAGE FIRM

- When listing the officer, owners, co-owners, partners or members of the brokerage firm who actively engage in the real estate business, **DO NOT** list all licensees to be associated with the firm. This space is **ONLY** for those who are owners, members or officers of the firm. Also, a Mississippi salesperson **CANNOT** be an owner, co-owner, partner or member of the brokerage firm. All owners, co-owners, partners or members of the brokerage firm must either be licensed as brokers in Mississippi, or **NOT** hold any Mississippi real estate license.
- If the firm is a corporation or LLC, it **MUST** be registered and in good standing with the Mississippi Secretary of State's office before it can be licensed by MREC.
- If you plan to operate the company from your home, you must send a copy of a privilege license from the city or county (if you are not in the city limits). If you are in a covenanted subdivision, we will need a copy of the covenants showing home businesses are allowed, or a letter from the HOA granting you approval to operate a business from your home.

## **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.



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**\$75.00 FEE**

[www.mrec.ms.gov](http://www.mrec.ms.gov)

## APPLICATION FOR BROKERAGE FIRM

*Unless all questions are fully answered, application will be returned for correction. (Type or Print CLEARLY)*

Name of Brokerage Firm \_\_\_\_\_

Primary Business Address \_\_\_\_\_

City	County	State	Zip	Telephone
------	--------	-------	-----	-----------

Give the name, titles, addresses, and license numbers of the officers, owners, co-owners, partners or members of the brokerage firm who actively engage in the real estate business.

Name	Address	License Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brokerage firm will be licensed as:  Corporation  LLC  Partnership  Sole Proprietorship

Have any of the named officers, owners, co-owners, partners or members of the brokerage firm ever been denied a real estate license?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Has the brokerage firm ever been a defendant in a civil or criminal court proceeding or has anyone ever obtained a judgment against the firm? YES \_\_\_\_\_ NO \_\_\_\_\_

### AFFIDAVIT (Read Carefully)

The undersigned, being the Responsible Broker of \_\_\_\_\_  
*(Name of Brokerage Firm)*

a Mississippi company, acting for and on behalf of the company with authority to do so, in making this application to the Mississippi Real Estate Commission for license to carry on the business of real estate broker under the provisions of Chapter 73-35 of the Mississippi Code of 1972 annotated, swears (or affirms) that he or she has read and is thoroughly familiar with the provisions of the aforementioned Act, the 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.

\_\_\_\_\_  
Responsible Broker's name - printed

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

Subscribed and sworn to before me, this the \_\_\_\_\_ date of \_\_\_\_\_, 20 \_\_\_\_\_.

My Commission Expires \_\_\_\_\_

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

\_\_\_\_\_  
County State