

INSTRUCTIONS FOR COMPLETING THE RESIDENT SALESPERSON LICENSE APPLICATION

NOTE: This form is ONLY to be used by MISSISSIPPI residents.

Questions 1 – 3: 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. You must provide a working phone number for yourself. 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 4: The broker's name must be listed. If the broker has a company license, also list it.

Question 5: If you have ONLY been licensed in Mississippi, **DO NOT** request a certificate of licensure. **ONLY** send a certificate of licensure if you are or were licensed in another state! All certificates of licensure submitted to MREC must be received by MREC within 60 days of the notary date.

Question 6: Should be self-explanatory.

Questions 7 – 8: If you have applied before and were not licensed because your application expired or failed the state exam, that does NOT constitute being denied a license or a license being revoked.

Questions 9 – 11: Should be self-explanatory. If you plan to have a job in addition to real estate, you must list it on question 11.

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

Questions 13 – 14: 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.

Questions 15 - 21: Note that some questions have multiple parts. Be sure to answer all questions fully.

- 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.

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. DO NOT USE THE SAME INDIVIDUALS USED IN QUESTION 12!!

To Be Completed by Employing 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 they **MUST** be clear.

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.
- Your qualifying education certificates or an original college transcript (that includes real estate education) are attached. If you did not take college real estate courses, it is not necessary to send a college transcript.
- The application must be notarized and must be received by MREC within 60 days of the notary date.
- 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.



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

\$100.00 FEE

APPLICATION FOR RESIDENT SALESPERSON LICENSE

(TYPE OR PRINT CLEARLY)

1. Legal name of Applicant _____ Age _____ Sex _____

Name as you want to appear on your license: _____

2. Residence Address of Applicant _____

(Number/Street)

(City)

(County)

(State)

(Zip)

(Home Phone)

(Other Phone)

Email address _____

3. Marital Status _____ Spouse's Name _____

4. Name Of Employer to be designated on license _____

(Broker, Company, etc.)

4A. Physical address of Employer _____

(Street and Number)

(P.O. Box)

(City)

(County)

(State)

(Zip Code)

(Telephone Number)

5. Have you ever held a real estate License in Mississippi or any other state? Yes _____ No _____

(If answer is yes, please attach certification of licensure.)

A Broker _____ Where _____

(Street and No.)

(City)

(County)

(State)

(From)

(To)

A Salesperson _____ Where _____

(Street and No.)

(City)

(County)

(State)

(From)

(To)

6. Have you ever before applied for a real estate License in the State of Mississippi? Yes _____ No _____

7. Have you ever been denied a real estate license in this or any other state? Yes _____ No _____ (If answer is "Yes" furnish statement of details)

8. Has ANY license ever held by you been revoked or suspended, in this or any other state? Yes _____ No _____ (If answer is "Yes" furnish statement of details) (This refers on any license for any business or profession regulated by law in this or any other state, or district or possession of the United States.)

9. What has been your business or occupation for past five years? Give places where employed for sixty days or more, and account for entire time. If self-employed, list nature of business and address.

(Employer) (Street & Number) (City) (State) From _____ To _____
(Mo. & Yr.) (Mo. & Yr.)

(Employer) (Street & Number) (City) (State) From _____ To _____
(Mo. & Yr.) (Mo. & Yr.)

(Employer) (Street & Number) (City) (State) From _____ To _____
(Mo. & Yr.) (Mo. & Yr.)

(Employer) (Street & Number) (City) (State) From _____ To _____
(Mo. & Yr.) (Mo. & Yr.)

10. Years Education (Circle highest school year completed) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

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

12. Give the **names and address of three** business persons who have known you for the last five 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 _____
(If answer is "Yes" furnish a detail statement of all facts)

14. Has anyone every obtained a judgment against you? Yes _____ No _____
(If answer is "Yes" furnish a detail statement of all facts)

15. Are you an American Citizen? Yes _____ No _____

16. Have you ever declared bankruptcy? Yes _____ No _____ (If answer is "Yes" furnish petition for voluntary bankruptcy schedules
and discharge)

17. When were you born? _____ Where? _____
(Mo. Day Yr.) (City) (County) (State)

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

19. Social Security Number: _____

20. Did you file a Mississippi Income Tax return last year? Yes _____ No _____
If answer is "No" please explain: _____

21. Do you have a Mississippi Driver's license? Yes _____ No _____ If "Yes" furnish number _____

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

(Bank) (Street & Number) (City) (Zip Code)
() Checking () Savings () Loans () Credit Cards

(Bank) (Street & Number) (City) (Zip Code)
() 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 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) all records kept in the office of the Commission are a matter of Public Record. Therefore, this 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 the Commission. I hereby authorize financial institutions, educational institutions, or other agencies, 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

(Must be in addition to references listed on preceding page)

The following recommendation must be signed by three citizens, real estate owners, not related to the applicant, who own real estate. **(DO NOT USE THE SAME INDIVIDUALS AS USED IN ITEM 12.)**

I certify that I own real estate and I have known the applicant for at least 1 month, and that the applicant named herein, is a resident of Mississippi, bears a good reputation for honesty, competency, and fair dealings. I recommend that a license be granted to applicant to engage in the business of real estate as stated in the business of real estate as stated in the foregoing application.

Signature _____ Address _____
(Street and Number) (City) (State)

Print Name _____

Signature _____ Address _____
(Street and Number) (City) (State)

Print Name _____

Signature _____ Address _____
(Street and Number) (City) (State)

Print Name _____

TO BE COMPLETED BY RESPONSIBLE (SPONSORING) BROKER IF APPLICABLE.

Responsible Broker's comments regarding applicant's qualifications, integrity and character: _____

**AFFIDAVIT OF SPONSORING BROKER
(Read Carefully)**

The undersigned hereby swears (or affirms) that I am the sponsoring broker of the applicant, that , in my opinion, the applicant is honest and trustworthy, that 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 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 Sponsoring Broker

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

My Commission expires _____

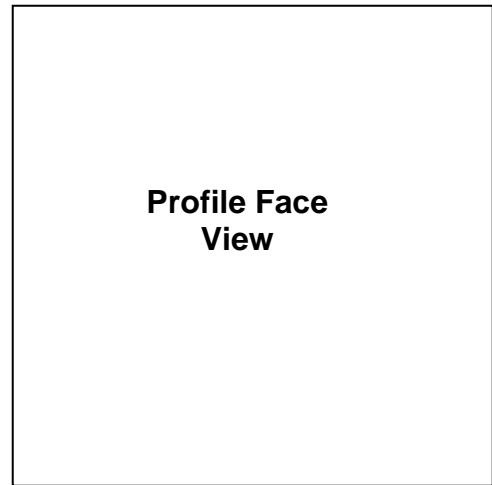
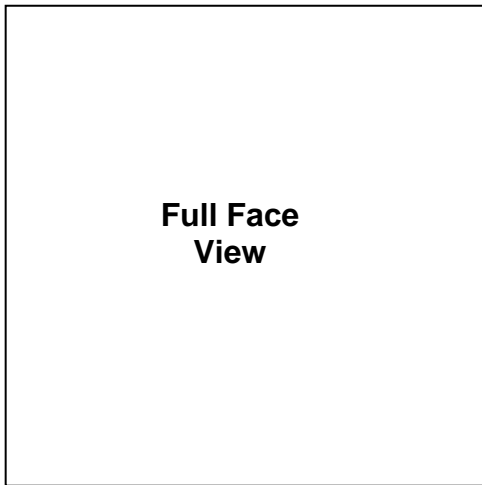
Notary Public County State

REAL ESTATE EDUCATION

List below courses you have completed to satisfy the educational requirements. The original certificate, grade form or transcript, certified copy thereof, must be attached (Copies unless certified cannot be accepted.)

| Course | Provider/Institution | No. of Hours |
|---------------|-----------------------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

ATTACH PHOTOS BELOW



Application **MUST** be accompanied by the following items:

1. College transcripts or Certificates of Completion from Mississippi Approved Pre-Licensing Education Provider
2. Proper Fee of \$100.00
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 if applicable.
6. If you have held or hold a Real Estate License in any other state, you **MUST** enclose a *Certification of Licensure* (**NOT A COPY OF ANY REAL ESTATE LICENSE**).