

“Pursuant to the provisions of the Military Family Freedom Act, Mississippi shall recognize occupational licenses obtained from other states for military members and their families, provided certain conditions are met.”

## INSTRUCTIONS FOR COMPLETING THE RESIDENT BROKER LICENSE APPLICATION

**NOTE:** This form is ONLY to be used by MISSISSIPPI residents. To qualify for broker, the applicant must be licensed as a Mississippi salesperson on ACTIVE status for a minimum of twelve (12) months (cumulative). If the applicant is not currently licensed as a salesperson, college real estate education is required to qualify for a broker license (with a minimum of 10 college credit hours in real estate specific courses).

**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.

**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 – 5:** Should be self-explanatory.

**Question 6:** 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. A copy of your license is NOT a certificate of licensure.

**Question 7:** Should be self-explanatory.

**Questions 8 – 9:** 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 10 – 11:** Should be self-explanatory. If you plan to have a job in addition to real estate, you must list it on question 11.

**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:** Should be self-explanatory.

**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 are attached. It is not necessary to send your sales pre- or post-license certificates again or a copy of your sales license. Your broker pre-licensing education certificates are all that is needed. If you are not currently licensed as a salesperson and are qualifying by college education, you must include an original transcript.
- 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.

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## 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)

**\$100.00 FEE**

### APPLICATION FOR RESIDENT BROKER'S LICENSE

(TYPE OR PRINT CLEARLY)

1. Legal name of Applicant \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
 Name as you want to appear on your license \_\_\_\_\_  
 Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_
  
2. Residence Address of Applicant \_\_\_\_\_  
(Number/Street) (City) (State)  
(County) (Zip) (Home Phone) (Other Phone)
  
3. Physical Business Address of Applicant \_\_\_\_\_  
(Street/Bldg./Suite Number) (City) (County)  
(PO Box) (City) (State) (Zip) (Office Phone) (Office Fax)  
 Email address \_\_\_\_\_
  
4. Do you understand the requirements of the real estate license laws as to maintaining a definite place of business within Mississippi and prominent display of your Mississippi Real Estate license? \_\_\_\_\_
  
5. Do you certify that if granted a license, you will comply with the requirements in item # 4? \_\_\_\_\_ Yes \_\_\_\_\_ No
  
6. Have you ever held a real estate license as a: **(Please attach certification of licensure.)**  
 BROKER \_\_\_\_\_ Where? \_\_\_\_\_  
(Street/Bldg./Suite Number) (City) (County) (State) (From) (To)  
 SALESPERSON \_\_\_\_\_ Where? \_\_\_\_\_  
(Street/Bldg./Suite Number) (City) (County) (State) (From) (To)
  
7. Have you ever 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 a 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. If YES, furnish a statement of details)*
  
10. a. 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 the nature of your business and address.  

(Employer) (Street & Number) (City) (State)	From	(Month/Year)	To	(Month/Year)
(Employer) (Street & Number) (City) (State)	From	(Month/Year)	To	(Month/Year)
(Employer) (Street & Number) (City) (State)	From	(Month/Year)	To	(Month/Year)

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

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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 (If Yes, furnish details)  Misdemeanor  
 Felony

13.a. Has anyone ever obtained a judgment against you in any court involving real estate?  Yes  No (If Yes, furnish details)

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 have you lived in the United States? \_\_\_\_\_

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

16. How long, immediately prior to date of 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) (State) (County)

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

19. Do you have a Mississippi Driver's license?  Yes  No If Yes, furnish number \_\_\_\_\_  
If No, please explain \_\_\_\_\_

20. Have you ever purchased a Mississippi Car Tag?  Yes  No If Yes, furnish number \_\_\_\_\_

21. Did you file a Mississippi Income Tax Return last year?  Yes  No  
If No, please explain \_\_\_\_\_

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

(Bank) (Street & Number) (City) (State) (Zip)

( ) Checking ( ) Savings ( ) Loans ( ) Credit Cards

(Bank) (Street & Number) (City) (State) (Zip)

( ) Checking ( ) Savings ( ) Loans ( ) Credit Cards

(Bank) (Street & Number) (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/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/her knowledge and belief. Under Section 73-35-5 (3) his/her application and other information submitted to this Commission may be reviewed by members of the general public under reasonable rules and regulations 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 recommendations 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 at least three (3) years.

“I certify that I am a citizen of Mississippi, 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) (Zip)*

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

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

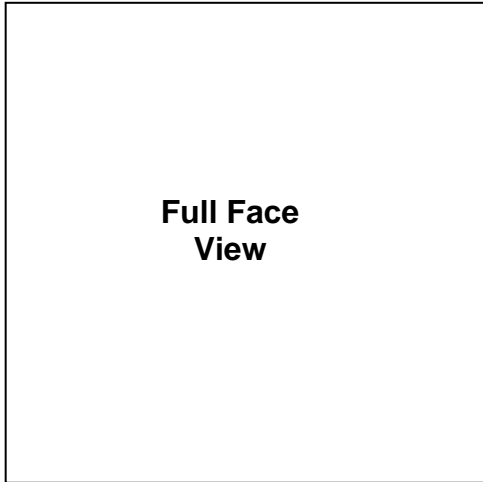
Print Name \_\_\_\_\_

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

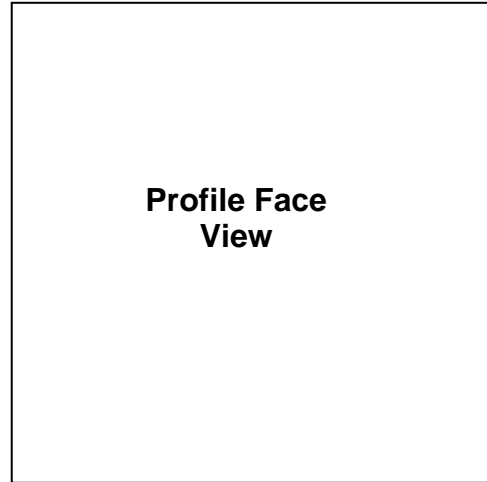
Print Name \_\_\_\_\_



**ATTACH PHOTOS BELOW**



**Full Face  
View**



**Profile Face  
View**

**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.
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**).
7. Letter from Broker (if presently employed as a salesperson)
8. Letter from bank regarding your handling of financial obligations with that institution.