



## Department of Commerce

Division of Real Estate &  
Professional Licensing

John R. Kasich, Governor  
Andre T. Porter, Director

77 South High Street, 20th Floor  
Columbus, Ohio 43215-6133

Please visit our website at  
[www.com.ohio.gov/real](http://www.com.ohio.gov/real)

614 | 466-4100  
Fax 614 | 644-0584  
TTY/TDD: 800 | 750-0750

# BROKER

## LICENSE EXAMINATION APPLICATION

This form is interactive. Type the required information into the form, print, sign, date, and forward to the Division for processing. Otherwise, the form may be printed, typed or handwritten (legibly to prevent delays in processing, black ink).

**FEE: \$100.00**

**Note: Incomplete applications will be returned to the requestor for correction.**

A **non-refundable** check or money order for **\$100.00** made payable to: Division of Real Estate & Professional Licensing must be remitted with this form. **Cash will not be accepted.**

Attach a copy of the official transcript/certificate of required pre-licensure education.

Attach a statement describing any real estate experience other than sales/leasing.

If you were originally licensed on or after January 3, 1984, you must also attach proof that you have satisfactorily completed a minimum of two years of post-secondary education. The pre-licensure requirements may be included in these two years.

**Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.**

### APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME		SUFFIX
HOME ADDRESS			HOME PHONE	LAST 4 OF SSN
CITY	STATE	ZIP CODE	COUNTY	DATE OF BIRTH (mm/dd/yyyy)
EMAIL ADDRESS				
FILE NUMBER (if currently licensed)	ORIGINAL LICENSURE DATE	DATE OF LAST BROKER EXAMINATION (if no license was issued)		

### ETHICAL CONDUCT AND LEGAL HISTORY

**PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES" BELOW.**

**QUESTIONS CONCERNING PROFESSIONAL LICENSES APPLY TO ALL PROFESSIONAL LICENSES REGARDLESS OF PROFESSION.**

- ☐ YES ☐ NO Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
- ☐ YES ☐ NO Have you ever been refused or denied any professional license or registration by any public entity?
- ☐ YES ☐ NO Have you ever had any professional license revoked, suspended or limited in any way for any reason?
- ☐ YES ☐ NO Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?
- ☐ YES ☐ NO Have you ever been the subject of any unsatisfied judgments?
- ☐ YES ☐ NO Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations? **EXPLAIN:** \_\_\_\_\_

### THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**NOTICE:** Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

**NOTICE:** Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.

**EDUCATION****Requirements for an Ohio Broker's License:**

- Applicant must take four pre-licensure courses in a **classroom** setting at an institution of higher education:
  - Ohio Real Estate Law (40 hours)
  - Real Estate Principles & Practices (40 hours)
  - Real Estate Appraisal (20 hours)
  - Real Estate Finance (20 hours)
- Applicant must possess a minimum of two years of post-secondary education, or a total of sixty (60) semester hours or ninety (90) quarter hours from an accredited college or university.
- Take the following four **required** courses at an accredited college or university. These courses may be included in the post-secondary education:
  - A Financial Management course
  - A Human Resources or Personal Management course
  - An Applied Business Economics course
  - A Business Law course

**\*\*ATTACH A COPY OF THE OFFICIAL TRANSCRIPT OR CERTIFICATES OF COMPLETION FOR THE ABOVE COURSEWORK.\*\*****EXPERIENCE**

To be eligible for the Ohio Real Estate Broker Examination, the applicant must have been licensed as a real estate broker or salesperson for two of the last five years and must have worked as a licensed real estate broker or salesperson for an average of thirty (30) hours per week for two of the last five years.

☐ YES ☐ NO Have you been a licensed real estate broker or salesperson and worked as such an average of thirty (30) hours per week for two of the last five years?

**TRANSACTIONS**

**Ohio Administrative Code 1301:5-3-04 (A)** For the purposes of division (B)(5)(a) of section 4735.07 of the Revised Code, "real estate transaction" shall be defined as follows:

- One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the procuring or selling agent, shall constitute one-half transaction.
- One consummated bona fide sale of a real property and the improvements thereon for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
- One lease of individual commercial or industrial property for a term of at least one year, for the account of another, in which the applicant received compensation and was the procuring agent, shall constitute one-half transaction.
- One lease of individual commercial or industrial property for a term of at least one year for the account of another, in which the applicant received compensation and was the listing agent, shall constitute one-half transaction.
- Four leases of residential property for a term of at least one year for the account of another, in which the applicant received compensation and was the listing and/or procuring agent, shall constitute one transaction.

Indicate the real number of real estate transactions that you were involved in as a real estate licensee and multiply by the indicated transaction value to arrive at the total number. For example, seven (7) transactions in which you were the listing agent multiplied by 0.5 equals 3.5 total transactions. Add the transactions to arrive at the total number of transactions. The total transactions must equal twenty (20) or more.

**SALES:**

SALES IN WHICH APPLICANT WAS THE SELLING/PROCURING AGENT **X 0.5 =**

SALES IN WHICH APPLICANT WAS THE LISTING AGENT **X 0.5 =**

**ONE-YEAR LEASES:**

COMMERCIAL **X 0.5 =**

RESIDENTIAL **X 0.25 =**

**TOTAL TRANSACTIONS****(Must total 20 or more transactions)**

**BROKER INFORMATION:** List each broker, including complete current address, for whom you have worked for as a sales agent. Applicant will use the information to solicit affidavits to verify the completion of the required transactions. Attach additional pages as needed.

BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE
BROKER LICENSE NUMBER	BROKER NAME	PHONE NUMBER
ADDRESS	CITY	STATE ZIP CODE

**TRANSACTION LOG – TO BE COMPLETED BY SPONSORING BROKER(S)****A separate log must be completed by each broker with whom the applicant has been associated. Each copy must be signed and notarized. Make additional copies of this page as needed.**

APPLICANT NAME

APPLICANT LICENSE NUMBER

BROKER NAME (PERSON COMPLETING THIS LOG)

BROKER LICENSE NUMBER

**\*PLEASE NOTE: DO NOT LIST TRANSACTIONS BELOW IN WHICH THE APPLICANT HAD AN OWNERSHIP INTEREST IN THE PROPERTY.****\*\*PURSUANT TO O.A.C. 1301:5-3-04 AND O.R.C. 4735.07(B)(5)(a), THE DIVISION WILL EQUATE THE TRANSACTIONS BELOW TO ENSURE THAT THEY MEET THE REQUIREMENTS DESCRIBED ON PAGE TWO OF THIS APPLICATION.**

PROPERTY ADDRESS CITY, STATE, ZIP	MLS NUMBER, IF APPLICABLE	DATE OF CLOSING OR DATE OF LEASE	APPLICANT'S ROLE (LISTING AGENT, SELLING/PROCURING AGENT, LEASING AGENT)	TYPE OF TRANSACTION (SALE, RESIDENTIAL OR COMMERCIAL LEASE)

**BROKER CERTIFICATION – to be completed by the broker who supervised the licensee at the time of the transactions listed above.**

I hereby swear or affirm that the following information is true and accurate:

1. The applicant was associated with me for \_\_\_\_\_ years and \_\_\_\_\_ months, from \_\_\_\_\_ to \_\_\_\_\_ during which time the applicant acted in the capacity as a real estate salesperson for an average of 30 hours per week.
2. The applicant completed the real estate transactions as listed above.

I certify that all of the statements on this document and all of the attached materials are complete and accurate. I understand that any false statements on this document or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

\_\_\_\_\_  
BROKER PRINTED NAME\_\_\_\_\_  
BROKER FILE NUMBER\_\_\_\_\_  
SIGNATURE OF BROKER

\_\_\_\_\_, being duly sworn, deposes and says he/she is the person who has executed the foregoing certification and that the statements made herein are true.

STATE of OHIO, COUNTY of \_\_\_\_\_ Signed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF NOTARY

My Commission expires \_\_\_\_\_.