



# Oklahoma Real Estate Commission

Shepherd Mall  
2401 N.W. 23rd, Suite 18  
Oklahoma City, Oklahoma 73107  
(405) 521-3387 or Toll Free (866) 521-3389  
www.orec.ok.gov

## APPLICATION FOR REAL ESTATE PROVISIONAL SALES ASSOCIATE OR SALES ASSOCIATE - PART B

### PARTS A & B MUST BE APPROVED PRIOR TO LICENSE BEING ISSUED

Print or type using black ink. All questions must be answered completely. Print or type answers.

In compliance with the Oklahoma Real Estate License Law and the Rules of the Oklahoma Real Estate Commission, I hereby make application for a license and make the following statements under oath:

How do you want the Oklahoma Real Estate Commission to contact you? (Check one)  E-mail or  US Mail

Social Security Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Legal Telephone Home ( ) \_\_\_\_\_  
1. Name \_\_\_\_\_ Work ( ) \_\_\_\_\_  
(Print) (Last) (First) (Middle) Cell ( ) \_\_\_\_\_

2. Names previously used \_\_\_\_\_  
(Maiden, previously married, legal name change)

3. List other name(s) you use other than your legal name \_\_\_\_\_  
(nickname, alias)

4. Residence address: \_\_\_\_\_  
Street City State Zip Code

Home Mailing address: \_\_\_\_\_  
Street /P.O. Box City State Zip Code

5. U.S. Citizenship \_\_\_\_\_ Other \_\_\_\_\_

6. Date of birth \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
Mo. Day Year

7. Place of Birth \_\_\_\_\_  
City State Country

8. Are you applying for a Resident or a Non-Resident license? (Check one)

\_\_\_\_\_ Resident: I will be working from an office location within Oklahoma.

\_\_\_\_\_ Non-Resident: I will be working from an office location outside the state of Oklahoma.

9. Have you ever held a real estate license or real estate industry related license in Oklahoma? Yes  No

**Parts A must be received and B must be completed in its entirety before your name can be submitted to the examination vendor.**

**Application valid for one year from filing date.**

|                              |                     |           |
|------------------------------|---------------------|-----------|
| This space for OREC use only | CHECKED BY          | ID NUMBER |
|                              | VALIDITY PERIOD     | Entire    |
|                              | PASSED DATE         | State     |
|                              | REMARKS AND RESULTS |           |

Print Name  
(Last)  
(First)  
(Middle)

10. Have you ever held a real estate license or real estate industry related license in Oklahoma or any other jurisdiction? Yes  No

What Jurisdiction(s) \_\_\_\_\_ Lic.# \_\_\_\_\_ Type of License \_\_\_\_\_  
From-To \_\_\_\_\_

What Jurisdiction(s) \_\_\_\_\_ Lic.# \_\_\_\_\_ Type of License \_\_\_\_\_  
From-To \_\_\_\_\_

Please attach a license history certification from each jurisdiction in which you hold or have held a license.  
(License certifications are valid for sixty (60) days from date of issuance.)

11. Have you ever had an application for a license, certification or registration denied or issued with restrictions or limitations?  
(A full explanation is required on Part A - Background Check) Yes  No

12. Have you ever had a license or registration fined, reprimanded, rejected, suspended, involuntarily terminated, revoked or otherwise subjected to any type of disciplinary action whether or not you were ultimately sanctioned?  
(A full explanation is required on Part A - Background Check) Yes  No

13. Have you been convicted of any crime?  
(A full explanation is required on Part A - Background Check) Yes  No

14. Are you currently on parole or probation including a deferred sentence or paying restitution or fines or engaged in any payment arrangement with any government body?  
(A full explanation is required on Part A - Background Check) Yes  No

15. Have you ever received an adverse decision or judgement against you in a criminal, civil or administrative action related to your business or professional activities?  
(A full explanation is required on Part A - Background Check) Yes  No

16. Do you have any delinquent unpaid student loans or do you owe any delinquent child support payments?  
(A full explanation is required on Part A - Background Check) Yes  No

17. Have you filed bankruptcy that involved investment property in the past five years?  
(A full explanation is required on Part A - Background Check) Yes  No

18. Did you receive anything other than an honorable discharge from the armed forces of the United States of America?  
(A full explanation is required on Part A - Background Check) Yes  No

19. List all places where applicant has been employed or engaged in business for a period of thirty days or more during the preceding five years  
**ACCOUNTING FOR THE ENTIRE PERIOD TO DATE AND INCLUDING PERIODS NOT EMPLOYED.**

| Dates<br>From-To | Names and Address<br>of Employer | Name of<br>Supervisor | Kind of<br>Employment |
|------------------|----------------------------------|-----------------------|-----------------------|
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |
|                  |                                  |                       |                       |

(Attach separate sheet if necessary)

20. List Residence address for past five years.

| Dates<br>From-To | Address | City | State | Zip |
|------------------|---------|------|-------|-----|
|                  |         |      |       |     |
|                  |         |      |       |     |
|                  |         |      |       |     |

**Making of a false statement in this application is a cause for suspension or revocation of license (590S 1974).**

Please be advised that all the information you submit to the Commission will be a matter of public record and subject to the Open Records Act, unless otherwise required by law to be kept confidential. Disclosure of your social security number is mandatory pursuant to Title 56 OS, Sec 240.21A (Tax Commission) and Title 74 OS, Sec 150.9 (national criminal history).

I hereby affirm that I have filed both applications A&B with the Commission and acknowledge that until my application has received final approval a license will not be issued. I have carefully read the Oklahoma Real Estate License Law and the Rules of the Oklahoma Real Estate Commission. If I am licensed as a Real Estate Provisional Sales Associate or Sales Associate, I agree that I will conform to the law and to the rules in all aspects. I certify that all answers given in this application are factual and true to the best of my knowledge and belief.

Date \_\_\_\_\_  
Applicant sign here \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Notarial Seal)

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

My commission expires \_\_\_\_\_, \_\_\_\_\_

Picture of Applicant  
here must be a Passport  
type photograph

**Application will not be  
processed without photo**

Minimum 2x2  
Maximum 3x3  
Taken within last 12 months

Additional Comments or Explanation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification of Prelicense education  
may not be needed for an  
Active **Non-Resident Applicant.**

Certificate below must be completed unless course was for college credit. **You must attach a certified transcript if the course attended was at an accredited college or university.**

\_\_\_\_\_  
Name of school School Number

This Certifies That \_\_\_\_\_ satisfactorily  
Name of Applicant License Number

completed the **BASIC** 90 clock hour course in Real Estate on \_\_\_\_\_ (Check One)  Classroom  Distance  
(Date)

\_\_\_\_\_  
Signature of Director Signature of Instructor Instructor Number

**REQUEST FOR ISSUANCE OF PROVISIONAL SALES ASSOCIATE OR SALES ASSOCIATE LICENSE**

After your application has received final approval, a license fee is required before the license can be issued.

**SECTION I—ACTIVE FEE** \_\_\_\_\_ I hereby request the Oklahoma Real Estate Commission to issue my license as an active real estate associate.

To: \_\_\_\_\_ License# \_\_\_\_\_  
(Name of Individual Broker, Corporation, Partnership, Association (Limited Liability Co.) or Branch Office)

Check One: Associate license is to be issued to: ( ) Proprietor Broker ( ) Corp./Part. ( ) Assoc. ( ) Branch Office

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

City/State/Zip \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_  
(Zip Code)

Broker and associate jointly state that they have entered into an agreement clearly defining the duties and responsibilities of each party; this agreement will remain in effect until time as either party hereto may give the Commission notice of lawful termination. We understand that the associate cannot begin practicing licensable activities until the license has been issued.

\_\_\_\_\_  
Associate Signature                      Date                      Broker Signature                      Date

After your application has received final approval, a license fee is required before the license can be issued.

**SECTION II—INACTIVE FEE** \_\_\_\_\_ I hereby request the Oklahoma Real Estate Commission to issue my license as an inactive real estate associate for the following reason:

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

I understand that during the time my license is on inactive status I am prohibited from engaging in any real estate transactions which require a real estate license; therefore, I can not receive any real estate commission or referral fees while on inactive status.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE**

1. In order to remain inactive you will need to submit renewal fees when due to prevent your license from lapsing.
2. If you are obtaining a provisional sales associate license you must complete the required post–license course prior to your license expiration. If you do not, you will not be allowed to renew your license.
3. When you desire to activate your license, you will need to submit the appropriate form(s) and fee(s). You also may be subject to meeting continuing education requirements.
4. According to Commission Rule you are required to keep the Commission notified in writing of your current mailing address so that renewals and all information necessary to maintain your license may be mailed directly to you.