



COLORADO REAL ESTATE BROKER LICENSE APPLICATION

RETURN TO: Division of Real Estate, 1560 Broadway Ste. 925, Denver, CO 80202-6000.

MAKE CHECK PAYABLE TO: C.R.E.C. or Colorado Real Estate Commission

(APPLICATION FEES ARE NOT REFUNDABLE) **No Cash or**

Credit Accepted

☞ For information on [Licensing Requirements](#) access the Division of Real Estate's website: <http://www.dora.state.co.us/real-estate/>

☞ To determine the status of your application access the Division of Real Estate's [Online Services](#), or [Online E-Services for Public Access](#) located at <http://www.dora.state.co.us/real-estate/> or; call the Automated License Information System at: (303) 894-7432 or (303) 894-7433.

☞ Please do not call the DRE office for the status of your application until after you have accessed one of the above sources.

Your application must include:

- Proof of Error and Omission Insurance must be in place at the time of application in order to be issued an active license. See item 14 of this application. Applications received without E & O in place at the time of application will result in an inactive license status. You can [apply for E&O online](#) by accessing the Division of Real Estate's website: <http://www.dora.state.co.us/real-estate/>
- Application Fee. [Fee information is online](#) and also printed on exam score reports. Fees are subject to change July 1st every year. **Application fees are not refundable.**
- BEFORE** submitting an application for a real estate broker license, each applicant shall submit a set of fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record. [Information on the Fingerprint Requirement](#) is available on the Division of Real Estate's website. Do not wait for clearance before submitting application, CBI notifies CREC of the results.
- Proof of Education. A certificate of completion (form #REC-33) or other form and method acceptable to the Commission. (See page 2 for education requirements). Legible photocopies are acceptable. [Information on Colorado schools](#) that offer pre-licensing courses is available on the Division of Real Estate's website.
- Applications must be complete and received by DRE within one year of the date the exam is passed or all rights to a passing score will be terminated and your application will be canceled. The real estate license examination is made up of two parts, the general part, and the local (state) part. Applicants for licensure who must receive passing scores on both the general part and the state part of the examination need not receive them on the same administration date. If one part is failed, the applicant may retake it at a subsequent time. In no event will a passing score on either part be accepted beyond one year. (See page 2 for examination requirements). [Information about the Real Estate Broker Examination Program](#), including reservation and application processes is available on the Division of Real Estate's website.
- Certificate of license history from each jurisdiction (except Colorado) where you were previously or are currently licensed. The certificate(s) must be dated not more than 90 days prior to applying and must show dates of active licensure and whether or not there is any disciplinary action. Include the certificate of license history with the application. Do not have certificates sent to DRE independently of your complete application. Legible photocopies are acceptable. NOTE: Each state/jurisdiction responds to requests for certification of license history with varying degrees of timeliness. Plan ahead for this so as to avoid delay in submitting your Colorado application. [Many Jurisdictions Have Online Services](#) and offer electronic Certificates of License History (License History). You may include a printout of such electronic license history so long as it includes dates of active licensure and whether or not there is any disciplinary action.

In compliance with Title 12, Article 61, Part 1, C.R.S., I hereby apply for a real estate broker license:

- Name: _____
(Last) (First) (Middle) (Former \ Maiden)
- Date of birth: _____ Place of birth: _____
(Month/Day/Year) (City) (State)
- Social Security number: _____ / _____ / _____
(Required by 24-34-107 C.R.S.)
- *Residence address: _____
(Number and Street) (City) (State) (Zip Code)
- P.O. Box for mailing purposes: _____
(No.) (City) (State) (Zip Code)
Note: P.O. Box number is not acceptable in place of a physical address.
- *Residence phone number: (____) _____ Business phone number: (____) _____
Cellular phone number (____) _____
- Fax number: (____) _____ E-mail address: _____

* Check this box if you do **NOT** want your home address and phone number available for public record (access). This option is not available for brokers whose business address and residence address are the same.

8. Colorado license law acknowledges three levels of responsibility and authority for real estate brokers. The coursework and exam requirements for the three levels of a real estate broker license are listed in the chart below. Based on your “Current Status”, choose the level for which you qualify, and submit proofs (with the application) of meeting the requirements. **Note** * Jurisdictions with full or limited license recognition agreements with Colorado are listed at <http://www.dora.state.co.us/real-estate/LicenseRecognition/recognition.htm>.

Your Current Status	Associate Broker Requirements An associate broker must be employed and supervised by an employing broker or on inactive status.	Independent Broker Requirements This level of authority allows you to be: (1) independent (self-employed without employed licensees), (2) in the employ of another broker or (3) inactive	Employing Broker Requirements This level of authority allows you to: (1) employ and supervise other licensees, (2) be independent (self-employed with employed licensees), (3) in the employ of another broker, or (4) inactive
New Colorado broker applicant. No past or present real estate licensure in any jurisdiction.	48 Hours in Real Estate Law and Practice 48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications • Pass entire broker exam	Not available	Not available
Licensed as a broker in another jurisdiction on or prior to 12-31-96. or Previous Colorado broker who was issued a license prior to January 1, 1997 and whose license expired more than three years ago.	Apply at employing broker level of authority.	Apply at employing broker level of authority.	48 Hours in Colorado Contracts and Regulations 24 Hours in Real Estate Closings • Pass entire exam if previous license expired more than two years ago. or • Pass only the state portion of the exam if licensed as a broker in the past two years
Colorado Broker, Licensed in CO. after January 1, 1997 and whose license has expired more than 3 years ago.	Pass the entire license exam.	Pass the entire license exam. 2 years active licensure	Pass the entire license exam. 2 years active licensure 24 Hours in Brokerage Administration
Current broker, license issued after 12-31-96 in another jurisdiction.	48 Hours in Colorado Contracts and Regulations 24 Hours in Real Estate Closings • Pass the state portion of the broker’s exam	48 Hours in Colorado Contracts and Regulations 24 Hours in Real Estate Closings • Pass the state portion of the broker’s exam • 2 years active licensure	48 Hours in Colorado Contracts and Regulations 24 Hours in Real Estate Closings 24 Hours in Brokerage Administration • Pass the state portion of the broker’s exam • 2 years active licensure
Past or current salesperson licensed in another jurisdiction. or Previous Colorado salesperson whose license expired more than three years ago.	48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications • Pass entire broker exam	48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications • Pass entire broker exam • 2 years active licensure	48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications 24 Hours in Brokerage Administration • Pass entire broker exam • 2 years active licensure
College graduate with a major course of study in Real Estate	Transcript indicating a major course of study in real estate • Pass entire broker exam	Transcript indicating a major course of study in real estate • Pass entire broker exam • Two years of active real estate licensure.	Transcript indicating a major course of study in real estate. 24 Hours in Brokerage Administration • Pass entire broker exam • Two years of active real estate licensure
Licensed Attorney	12 Hours of Trust Accounts, Closings and Record Keeping • Pass entire broker exam • Show proof of active law license	12 Hours of Trust Accounts, Closings and Record Keeping • Pass entire broker exam • Show proof of active law license • Two years of active real estate licensure	12 Hours of Trust Accounts, Closings and Record Keeping 24 Hours in Brokerage Administration • Pass entire broker exam • Show proof of active law license • Two years of active real estate licensure
*Current salesperson licensee in another jurisdiction with a current full license recognition agreement with Colorado.	Current good standing as a real estate salesperson	Current good standing as a real estate salesperson • 2 years of active licensure. • Pass the state portion of the Colorado broker exam	Current good standing as a real estate salesperson 24 Hours in Brokerage Administration • 2 years of active licensure • Pass the state portion of the broker exam
*Current broker licensee in another jurisdiction with a current full license recognition agreement with Colorado.	Current good standing as a real estate broker with equivalent level of authority in cooperating jurisdiction	Current good standing as a real estate broker with equivalent level of authority in cooperating jurisdiction • 2 years of previous licensure	Current good standing as a real estate broker with equivalent level of authority in cooperating jurisdiction • 2 years of previous licensure
*Current salesperson license in a jurisdiction that qualifies for limited license recognition . Note: Ohio licensees have additional education requirements.	Current good standing as a real estate salesperson • Pass the state portion of the Colorado broker exam	Current good standing as a real estate salesperson • 2 years of active licensure. • Pass the state portion of the Colorado broker exam	Current good standing as a real estate salesperson 24 Hours in Brokerage Administration • 2 years of active licensure • Pass the state portion of the broker exam

9. **(Initial one)** Yes _____ No _____ Are you now, or have you within the last 10 years ever held a real estate license in **Colorado** or any other jurisdiction? **If yes, list below:**

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

If yes, you must include with this application a certificate of license history issued by each jurisdiction (except Colorado).

10. List all other current or previous (held within the last 10 years) occupational or professional registrations, licenses or certificates (i.e., attorney, appraiser, securities, insurance, etc.):

None _____

or

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

License Type _____ State _____ Dates: from _____ to _____

11. **(Initial one)** Yes _____ No _____ Within the last 10 years, have any of the registrations, licenses or certifications listed in questions 9 and/or 10 been: denied, disciplined, denied renewal, revoked, suspended, censured, **or** is the license the subject of a consent agreement or the subject of a current investigation?

If yes, submit the following:

a. A signed, written statement including name of agency, dates, nature of alleged infraction and disposition.

b. Supporting documents including:

1. A copy of the original charges or complaint against you.

2. A copy of any agency order or other notification of the action taken.

3. A confirmation of the current status of the license, certification or registration.

12. Answer all of the following (Do not include misdemeanor traffic violations, municipal code violations or petty offenses.)(Do not include any other Misdemeanors over 10 years old).

Have you ever:

a. **(Initial)** Yes* _____ No _____ been convicted or pleaded Nolo Contendere to any felony or misdemeanor?

b. **(Initial)** Yes* _____ No _____ been incarcerated or in custody, or placed on parole, probation or any other type of court ordered supervision in a criminal case?

c. **(Initial)** Yes* _____ No _____ agreed to a deferred sentence or a deferred judgment with respect to any felony or misdemeanor or are currently subject to the terms of a deferred prosecution?

d. **(Initial)** Yes* _____ No _____ been charged with any felony or misdemeanor or are such charges pending or under investigation?

*If you answer yes to either a, b, c, or d above, you must list below the nature of each charge, conviction or other circumstances. **You must also obtain and submit** the "ADDENDUM TO THE APPLICATION FOR A REAL ESTATE BROKER'S LICENSE", (Commission form REC-BAA). Failure to submit the supplemental information required by form REC-BAA will suspend processing of your application.

Nature of Charge or Conviction

- 1. _____
- 2. _____
- 3. _____

IMPORTANT: Failure to disclose any required information (other than Misdemeanor Traffic, Municipal Code Violations or Petty Offenses) is grounds for denial or revocation of a license. Use additional sheets if necessary.

13. Please indicate the manner in which you are insured for errors and omissions. **Failure to have errors and omissions insurance in place at the time of application will either delay the issuance of your license or result in your license being issued on inactive status.**

I am insured with Rice Insurance Services Company, LLC, the Commission's group carrier, who will provide electronic verification of errors & omissions insurance coverage directly to the Division of Real Estate.

Enrollment forms for the Real Estate Commission's group coverage are available from the exam center, the Division of Real Estate office or homepage and Rice Insurance Services Company, L.L.C. Phone: 1-800-637-7319 or www.risceo.com

I am insured with, _____ an independent insurance carrier who is providing errors & omissions insurance coverage.

(If independently insured, you must include the ERRORS AND OMISSION INSURANCE CERTIFICATION OF CONFORMING COVERAGE Commission form ([REC-E&O 01/05](#)) with this application unless such certification has been previously submitted to the Division and is still in effect).

Certification forms for independent coverage (other than the Commission's group policy) are available at the Division of Real Estate office or homepage.

My license is to be inactive at this time. Coverage is not required until activated. Check [Online Services](#) for license status. **Inactive licenses will not print.**

14. Please indicate the manner in which you want to be licensed.

I request an **inactive license** at this time and understand that an additional transfer fee and form will be due upon activation. Check [Online Services](#) for license status. **Inactive licenses will not print**

As an **Individual Proprietorship**. If you use a trade name, you must also submit a copy of the Trade Name Affidavit filed and stamped "received" by the Department of Revenue.

Note: Individual Proprietors are not subject to additional company insurance coverage for Errors and Omissions. An individual proprietor is a person who engages in business as an individual natural person with or without a trade name and is not doing business as a corporation, partnership or limited liability company. You must qualify at the Independent or Employing Broker level of authority to be licensed in this capacity (see page Page 2).

Trade Name _____

Business Address _____

Post Office Box _____ Business Phone (____) _____

Note: P.O. Box number is not acceptable in place of a physical address.

Business Fax (____) _____

Business E-Mail _____

As the **Broker for a Corporation, Partnership, or a Limited Liability Co.** For a company not currently licensed you must qualify at the independent broker or employing broker level of authority. You must also submit an "APPLICATION FOR A NEW CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY REAL ESTATE LICENSE" form (REC-CPA) <http://www.dora.state.co.us/real-estate/applcs/CPA01-04.pdf> ; or, for a company currently licensed, you must also submit an "APPLICATION FOR CHANGE OF CORPORATION, PARTNERSHIP, LLC REAL ESTATE LICENSE" (form REC-NC/C) <http://www.dora.state.co.us/real-estate/applcs/NC01-04C.pdf> .

(Name of Company) _____

As a **Broker** licensed under the supervision of the Employing Broker shown below (Your license will be mailed to the employing broker):

NOTE: The employing broker must complete this section prior to filing this form.

I am currently an active licensed Employing Real Estate Broker by whom the above applicant is to be employed. I certify that, pursuant to Rules E-29, E-30, E-31 and E-32, I have informed this applicant of the written office policy and I will properly supervise this employee during the period of time of employment with me. **I have verified that the applicant has a current E & O Insurance policy in place at this time.**

Print employing broker name _____

Social Security # _____ License # _____

(Required by 24-34-107 C.R.S. unless previously submitted)

Business name (on license) _____

Business address _____

(City) (State) (Zip)

Business phone number (____) _____ Business Fax number (____) _____

Business E-Mail Address _____

Area of Specialty _____

Employing broker's signature _____ Date _____

15. I, being of lawful age, state that I am the individual above named in this application and that I do hereby consent that suits and actions may be commenced against me in the proper courts of any county in the state of Colorado in which a cause of action may arise and the plaintiffs in said action may reside, by the service of any process or pleading, authorized by the laws of said state of Colorado, on the Secretary of State. It is hereby stipulated and agreed that such service of process or pleading shall be taken and held in all courts to be as valid and binding as if due service had been made upon me in the state of Colorado. The consent hereby given is irrevocable. I understand that procuring, or attempting to procure, a real estate broker's license by fraud, misrepresentation, or deceit or by making a material misstatement of fact in an application for such license, is a violation of the license law; and that remedies include revocation of the license. 12-61-113 (1) (p) C.R.S.

APPLICANT'S SIGNATURE _____ DATE _____

For Commission Use Only

E & O _____ Applicant _____ Employing Broker _____ Business Entity

e-mailed _____ Processor _____ Highest qualified prefix _____

Entity number: _____