



NORTH CAROLINA REAL ESTATE COMMISSION
P.O. Box 17100 • Raleigh, NC 27619
919.875.3700 • educ@ncrec.gov

APPLICATION FOR REAL ESTATE LICENSE

READ CAREFULLY all instructions in this application and the Commission's [Real Estate Licensing in North Carolina \(RELINC\)](#) booklet, which provides a detailed explanation of all application and licensing policies and procedures. [RELINC](#) is available on the Commission's website at www.ncrec.gov or you may request that a paper copy be mailed to you.

Check here to certify you have read [RELINC](#).

ALL APPLICANTS ARE ENCOURAGED TO USE THE ONLINE APPLICATION SYSTEM, as electronic applications are received and processed more quickly than paper applications. If you choose to submit a paper application, please allow 8-10 business days for processing.

Required Application Attachments

- **\$100.00 Non-refundable Application Fee.**
Fee must be paid by a cashier's check, certified check or money order payable to the North Carolina Real Estate Commission. The Commission does not accept personal checks, company checks or cash for this fee.
- **Course Completion Certificate(s) or documentation of other qualifications. See Items 10-11 for details.**
- **Criminal Record Report as described on page 6 of this application.**
- **Explanatory Information for Items 14, 15, and 16 if you answered "Yes" to any of these items.**
- **Certification of Licensure in Another State/Jurisdiction.**
If you have held a license in another state within the past five (5) years, you must provide an official certification of licensure from each appropriate state real estate licensing agency. The certification must have been issued within the previous six months and must indicate the license (and status) history and any disciplinary action taken or complaints pending against the applicant. A copy of the applicant's real estate license certificate or pocket identification card is not acceptable.
- **[Nonresident Supplement to the Application for Real Estate License \(form REC 1.45\)](#) if you are a legal resident of another state. The form is available on the Commission's website (www.ncrec.gov) under Licensing.**

APPLICATION

1. Have you EVER held a real estate license in North Carolina? YES NO

- IF YES, DO NOT SUBMIT THIS APPLICATION. You must submit the *Application for Reinstatement of a License Expired, Revoked, Suspended, or Surrendered for more than 6 Months (REC 1.02-R)* which is provided on the Commission's website (www.ncrec.gov), under *Forms\Application Forms*.
- If NO, please proceed with this application.

2. Full Legal Name

Title: Mr. Ms.

First Name: _____

Full Middle Name: _____

Last Name: _____

Suffix (if any): _____

3. Mailing Address

PO Box or Street Address: _____

City: _____

State: _____

9-digit Zip: _____

4. Legal Residence Street Address (*If same as Mailing Address, leave blank.*)

Street Address: _____

City: _____

State: _____

9-digit Zip: _____

5. Social Security Number: _____

6. Date of Birth: _____

7. Phone: _____

8. Email Address: _____

9. Is this your first time taking the NC real estate license examination? YES NO

10. Indicate basis for qualifying. (Select ONE. Provide additional information as noted.)

NC Broker Prelicensing Course

Provide the following information from your Prelicense course completion certificate

- School Code: _____
- Instructor Code: _____
- Prelicense Course Completion Date: _____

Prelicense Course in Another State

Rule 58A .0304 states: “*The Commission shall grant a waiver of the 75-hour education program pursuant to G.S. 93A-4(a) if an applicant submits:...4) “a course completion certificate or transcript evidencing the successful completion of a prelicensing education program in another state that: (a) consisted of at least 75-hours of instruction; (b) was completed within one year prior to license application while the applicant was a resident of said state; and (c) is parallel to the topics and timings described in the Commission’s Prelicensing course syllabus.”*

Attach a course completion certificate or transcript evidencing the successful completion of a prelicensing education program that meets the criteria set forth in Rule 58A .0304(4).

Licensure in Another State

Per 21 NCAC 58A .0511(b):

An individual seeking a real estate license who, at the time of application, holds a current real estate salesperson or broker license in another jurisdiction that has been on active status in good standing within the three years prior to application may satisfy the 75-hour prelicensing education program and examination requirements prescribed in G.S. 93A-4 by electing to either:

(1) pass the “State” section of that examination. A person qualifying for licensure under this provision shall be issued a North Carolina broker license on a status comparable to the category of license held by the person in the jurisdiction where the qualifying license is held; or

(2) be issued a North Carolina broker license on provisional status only and then comply with the provisions of G.S. 93A-4(a1).

Select ONE:

I hold a salesperson or broker license in another jurisdiction and choose to take the NC license examination.

I hold a salesperson or broker license in another jurisdiction and choose NOT to take the NC license examination. By choosing this option, I understand that if/when I am issued a NC real estate license, it will be issued on provisional status, and I will be subject to the 90-Hour postlicensing education requirement.

Attach an official certification of licensure issued by the appropriate state licensing agency within the previous six months. Requirements for this document are provided on the application and in [RELINC](#).

Equivalent Education

Rule 58A .0304 states: “*The Commission shall grant a waiver of the 75-hour education program pursuant to G.S. 93A-4(a) if an applicant submits:... (3) a transcript and copy of a baccalaureate or higher degree in the field of real estate, real estate brokerage, real estate finance, real estate development, or a law degree conferred on the applicant from any college or university accredited by a college accrediting body recognized by the U. S. Department of Education.”*

Attach a course completion certificate or transcript evidencing the successful completion of a prelicensing education program that meets the criteria set forth in Rule 58A .0304(3).

Note: If you are applying based on equivalent education, the Commission will review your submission to determine

whether or not the Prelicense course may be waived. If the waiver request is not granted, your application will be returned to you. Please note that the application fee is nonrefundable.

11. License History

Have you EVER held a real estate license in another state or jurisdiction? YES NO
 If YES, provide details.

Salesperson License(s):

State	License No.	From (mo/yr)	To (mo/yr)

BrokerLicense(s):

State	License No.	From (mo/yr)	To (mo/yr)

If you have held a license in another state **within the past five (5) years**, you must provide an official certification of licensure, issued within the last six (6) months, from each appropriate state real estate licensing agency. Requirements for this document are provided on page 1 of the application and on page 6 of [RELINC](#).

12. Places of Residence

List all residence addresses during the past seven (7) years. List present address first. (Attach additional sheet if needed.)

Street Address	City	County	State <small>Abbreviate</small>	From (mo/yr)	To (mo/yr)

13. Employment History

Are you currently employed? YES NO

Describe all employment during the past three (3) years, including self-employment or work as an independent contractor. List present employment first. (Attach additional sheet if needed. Indicate "NONE" for any period you were not employed.)

Company Name	Street Address	City	State	Phone
Position/Title	Detailed Description of Duties		From (mo/yr)	To (mo/yr)
Company Name	Street Address	City	State	Phone
Position/Title	Detailed Description of Duties		From (mo/yr)	To (mo/yr)

14. Criminal Offenses

Have you EVER been convicted of any criminal offense (felony or misdemeanor) or is there any criminal charge now pending against you? (*You must report all offenses for driving while impaired and other traffic offenses classified as "criminal traffic". Exclude only "infractions."*) YES NO

If "YES," attach a detailed written explanation in your own words describing the circumstances for each offense/pending charge. Also submit a copy of the court judgment for any conviction (or arrest warrant or bill of indictment for any pending charge) not shown on your criminal record report.

15. Professional License Disciplinary Action

Have you EVER been denied a real estate or other professional license or been disciplined by an occupational licensing agency (license suspended, revoked, surrendered, reprimanded, etc.) in N.C. or elsewhere; or are there currently any complaints pending against you in connection with any professional license that you hold?

YES NO

If "YES," attach a detailed written explanation in your own words and a copy of the licensing agency's order if applicable.

16. Liens or Judgments

Are there any liens or unpaid judgments now outstanding against you due to your failure to pay a debt?

YES NO

If "YES," attach a detailed written explanation in your own words of the circumstances and your efforts to pay, as well as the name of the judgment creditor or lien holder (i.e., the party you owe), the amount and date of the judgment or lien, and the current balance.

17. Declaration and Signature of Applicant

In making this application to the North Carolina Real Estate Commission for a real estate license under the provisions of Chapter 93A of the General Statutes of North Carolina and the Rules of the Real Estate Commission, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny a license after examination or to withhold renewal of or suspend or revoke a license issued by the Commission. I swear (or affirm) that I am a United States citizen, non-citizen national, or qualified alien under federal law, or that I have a lawful presence in the U.S. and am authorized to work in the U.S. in the real estate brokerage field. I authorize the North Carolina Real Estate Commission to obtain or receive from any consumer reporting agency, as defined by the Fair Credit Reporting Act, any criminal history information and any consumer credit information pertaining to me in public or private record sources.

Signature

Date

ADDITIONAL NOTES / INSTRUCTIONS

Legal Name

Enter in Item 2 your true legal name, including FULL FIRST AND MIDDLE names. Do not enter a nickname or initial. Your legal name is the name you were given at birth or have subsequently acquired through marriage, court order or adoption. Typically, it should also be the name that appears on your driver's license (with the possible exception of a middle initial on your driver license instead of your full middle name).

Criminal Record Report Requirement

You must obtain a criminal record report from the agency listed below and submit such report with your application. A report prepared by CRC within the previous six months is the only report acceptable to the Commission.

CriminalRecordCheck.com (CRC)

Web site: www.ncreccheck.com

Email: licensing@mycrc.com

Telephone (toll free): 877-272-0266 Ext 2651

Telephone (direct): 919-459-2651

CRC will collect from the applicant all personal information necessary to conduct a search of criminal records in the state and/or county of each different place of residence during the past seven years and the searches will be conducted for each different name used by the applicant during that period. *The company's report will show all felony and misdemeanor convictions (including most serious traffic convictions) on record for an applicant, not just those that occurred in the past seven years.* CRC is authorized to charge a separate fee for (1) collecting and verifying personal data, (2) each state or county record searched and (3) each additional name for which a search is conducted. Thus, the cost of obtaining the criminal record report will vary depending on the number of different residences and number of different names for the applicant during the past seven years.

Comprehensive information about the criminal record report requirement is provided in [RELINC](#).

License Issuance Procedures After Examination Is Passed

Applicants passing the license examination should expect to receive their license certificates and pocket cards within approximately seven (7) days after their license examination, *if there are no character issues*.

Refer to the section titled "Consideration of an Applicant's Character" in [RELINC](#) for a detailed explanation of the character review process.

EMPLOYEE MISCLASSIFICATION

As required by the NC state legislature in NCGS § 143-765, effective January 1, 2018, in order to apply for or renew an occupational license, permit, or certification, the applicant must certify that they have read and understand the public notice statement from the Employee Classification Section of the State Industrial Commission and must disclose any investigations for employee misclassification.

Public Notice Statement

required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31,2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

**Employee Classification Section
North Carolina Industrial Commission
1233 Mail Service Center
Raleigh, NC 27699-1233
Telephone: (919) 807-2582
Fax: (919)715-0282
Email: emp.classification@ic.nc.gov**

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [*N.C. Gen. Stat. § 143-762(5)*]

I certify that I have read and understand the Public Notice Statement.

Since July 1, 2017, have you been the subject of an investigation for employment misclassification by a government entity?

Yes No

If YES, please provide the investigating entity, case or file number, if known, and the results of the investigation.