

THE MARYLAND REAL ESTATE COMMISSION
 1100 N. EUTAW STREET, ROOM 121
 Baltimore MD 21202 410-230-6200
 TTY Users, call via the Maryland Relay Service

| FOR OFFICE USE ONLY | | | |
|---------------------|-------|------|------|
| Date Received | _____ | | |
| License Fee | _____ | | |
| GF Fee | _____ | | |
| Total Fee | _____ | CK__ | MO__ |
| Lic Cert Reg No | _____ | | |
| Approved by | _____ | | |

ORIGINAL
 Upgrade or Downgrade (Circle One) **Your fee must be included with the application**
APPLICATION FOR RECIPROCAL REAL ESTATE LICENSE
UNDER RECIPROCAL AGREEMENT
WITH
 Pennsylvania or Oklahoma (Circle One)

A. PERSONAL INFORMATION (REQUIRED)

| | | | |
|---|-------------------------------|-------------------------------|---------------|
| Full Legal Name: First, Middle, Last Generation (Sr., Jr, II) | | | |
| Home Address | | | |
| City | State | Zip | County |
| Daytime Phone | Fax | Private E-mail: (REQUIRED) | Public E-Mail |
| Date of Birth | Place of Birth (city & state) | Social Security No. | |

B. LICENSE INFORMATION (REQUIRED)

I am attaching a full and complete certified history with a raised seal of my Standard license from the state listed above which shows that my license is current and active and my main office is outside the State of Maryland. The history document must be dated within 90 days of submission to the MD REC. *If your state will not send the history document to the licensee but sends it directly to MD REC, check with your state for the date processed and mailed to this office.*

THE LICENSE HISTORY ATTACHED IS FROM THE FIRST STATE IN WHICH I WAS LICENSED: (PLEASE CHECK) PENNSYLVANIA _____ OKLAHOMA _____

| Category Requested | Original Fee | If already hold a license in category | CASHED CHECKS OR MONEY ODERS DOES'T MEAN APPLICATION IS APPROVED |
|-----------------------|-----------------|---------------------------------------|---|
| ____ Broker | \$211.00 | \$191.00 | |
| ____ Associate Broker | \$143.00 | \$123.00 | |
| ____ Salesperson | \$ 98.00 | \$ 78.00 | |

1. Name of intended Broker of Record who will supervise Associate Broker and Salesperson applicants: _____ and the Broker's MD Reg No. _____.
Letter signed from this Broker must be attached to application.

2. Trade name and address of this Broker _____
 _____ telephone number _____
(Broker location must be outside the State of Maryland)

| | Yes | No |
|--|-----|----|
| Have you ever had a real estate license suspended, revoked, or disciplined in any jurisdiction? | | |
| Have you ever been convicted of a felony or misdemeanor in any Federal, State, DC or Military court? | | |
| Are you the subject of a pending disciplinary action, current investigation or proceeding alleging misconduct under a licensing law or criminal law of any jurisdiction? | | |

If you answered Yes to the above questions, you will be contacted by the MD Real Estate Commission for more information.

| | Yes | No |
|--|-----|----|
| Are you 18 years of age or older? | | |
| Has your Broker affiliation changed since your last application? | | |
| Are you currently holding a Maryland Standard or Reciprocal real estate license? If yes, current registration number is _____ Current category is _____ | | |

C. AFFIRMATIONS (REQUIRED)

| | Yes | No |
|--|-----|----|
| I HEREBY CERTIFY, under penalty of law that the information herein is true to the best of my knowledge and belief. | | |
| I HEREBY CERTIFY that I have reviewed and am familiar with, and agree to be bound by, the provisions of Maryland real estate laws and regulations, including MD Code of Ethics. | | |
| I HEREBY CERTIFY that I will return my reciprocal license when my license in the state from which I have made application is inactive or expired. | | |
| I HEREBY AGREE to notify the Maryland Real Estate Commission within 90 business days of moving to a principal place of business within Maryland. | | |
| I AUTHORIZE release of any information in this application to an authorized representative of DLLR for further investigation. | | |
| I HEREBY IRREVOCABLY CONSENT that, if the address of this registration is not within the state of Maryland, (i) service of process on the Executive Director of the Maryland Real Estate Commission shall bind me in any action, suit or proceeding brought against me, and (ii) an action, suit or proceeding may be brought against me in any county in which the cause of action arose or I reside. | | |
| I FURTHER CERTIFY that I have paid all undisputed taxes and unemployment insurance contributions or have provided for payment in a manner satisfactory to the unit responsible for collection. | | |

Broker Applicants: If you have not already done so, contact www.dat.state.md.us to register as a foreign corporation/company doing business in Maryland. Please include an approved Business Trade Name with your application.

Sales agents and Associate broker must submit a letter from the broker that will supervise them on company letter head signed by the broker only with a wet signature.

Date

Signature of Applicant

Mail Application with all Attachments
(do not mail separately)
to
Maryland Real Estate Commission
1100 Eutaw Street, Room 121
Baltimore, MD 21201

INSTRUCTIONS FOR COMPLETING THE RECIPROCAL APPLICATION FORM

- A. **Please print clearly**; all areas must be completed. If you are licensed under a different name or if your name differs on other documents submitted with your application, contact your state to update/correct your Standard licensing record before applying to the Maryland Real Estate Commission. A Federal law requires state agencies to collect and record Social Security numbers of all licensees of the professions licensed by the State of Maryland.
- B. **Attachment** - A Certification of License History **with a raised seal** (original only, no copies) of your current Standard license from the state that has entered into a reciprocal agreement with the Maryland Real Estate Commission. It must
- Confirm that your license is active and in good standing;
 - Describe any past disciplinary action taken against you or your license or the refusal or withdrawal of an application by the licensing authority;
 - List the office address and trade name of your current brokerage; and
 - Be dated within 90 days of submission to the Maryland Real Estate Commission

If your state will not send the history document to you but sends it directly to MD REC, check with your state for the date processed and mailed to MD REC.

Salesperson/Associate Broker Applicants - Complete all portions of Items 1 and 2 of this section.

Attachment – A letter personally signed by the intended broker agreeing to your affiliation and supervision. **The intended broker must hold a Maryland Broker license with an address outside the State of Maryland.**

Broker applicants – Only Item 2. Trade name, address, and telephone EXACTLY as it appears on your current Standard license in the state that has entered into a reciprocal agreement with the Maryland Real Estate Commission. If different, contact your state to update/correct your Standard licensing record before applying to the Maryland Real Estate Commission.

Broker Applicants: Contact www.dat.state.md.us to register as a foreign corporation/company doing business in Maryland.

Please include an approved Business Trade Name with your application.

If disciplinary action is taken against your license at any time following the date of your Certification of License History or the date of this application, in any jurisdiction in which you are or have been licensed, you are required to report these events to the Maryland Real Estate Commission. The Commission may deny an application for a reciprocal license under 17-3A-04(B).

- C. Answer all questions under penalty of perjury. Sign and date the form. Incomplete applications cannot be processed and will be returned.

- Mail the fully completed application with all required attachments to the Maryland Real Estate Commission.
- Do not send a fee.
- When the application is ready for approval, an invoice for the fee will be sent to the address of the intended broker.
- Return the invoice form and fee to the P. O. Box address within 30 days.
- Your Reciprocal license will be mailed to the Broker of Record address. It will expire 2 years from date of issue.

YOU MAY NOT PRACTICE REAL ESTATE IN MARYLAND UNTIL THE LICENSE IS ISSUED