



STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS, AND PROFESSIONAL LICENSING
REAL ESTATE COMMISSION
550 W. 7TH AVENUE, SUITE 1500
ANCHORAGE, AK 99501-3567
Phone: 907-269-8162 Fax: 907-269-8156
E-mail: license@alaska.gov
Web Site: www.commerce.state.ak.us/occ/prec.htm

REAL ESTATE BROKER BY EXAMINATION

Please read instructions before completing this application. Any portion of application that is not submitted may delay the issuance of your license.

APPLICATION PROCEDURES

The following documents **must be submitted** before your application will be considered for licensure.

1. A completed application, signed and notarized.
2. Payment of required fees. (AS 08.88.171 (a); 12 AAC 64.059 (d)(6)
\$50.00 License fee (transfer) -OR- \$30.00 License fee (status change)
3. A certificate of completion of the required 15 hours of broker upgrade education. AS 08.88.091 (c); AS 08.88.171 (a); AAC 64.059 (e)(1), AAC 64.060(4), AAC 64.063(2) and (b)(4). Education certificates are valid only for 18 months from the date of completion.
4. An **original** exam score sheet verifying proof of passing the Alaska Real Estate Broker examination. Exam scores valid ONLY for six months from date of exam. You must have a complete application filed with the Alaska Real Estate Commission prior to expiration of exam scores for information for examination, contact Pearson VUE at 1-800-274-5992 or www.pearsonvue.com AS 08.88.171 (a); 12 AAC 64.010(d), AAC 64.059 (e) (1); AAC 64.060(a) and (e)
5. An Affidavit of Licensee Experience signed by your supervising broker(s) confirming experience. Verification that you worked as a licensee for at least 24 months within the immediate 36 months prior to obtaining your initial Broker license in another jurisdiction. AS 08.88.171 (a); AAC 64.059 (e)(1)
6. Provide a license history/certification from each jurisdiction where you hold or have ever held a Real Estate license. License histories/certifications **MUST** be sent directly from another licensing authority to the Alaska Real Estate Commission. **LICENSE HISTORIES/CERTIFICATIONS CANNOT BE ACCEPTED DIRECTLY FROM APPLICANTS. (12 AAC 64.060(h)).**
7. Office Registration Application Information and fee. AS 018.88.171(a); 12 AAC 64.059 (e)(2) and (3); 12 AAC 64.110, AAC 64.112; (Application available at www.commerce.state.ak.us/occ/prec.htm)
8. Business License Application. Applications available at www.commerce.state.ak.us/occ.

GENERAL INFORMATION

In accordance with 12 AAC 02.900, a person licensed by the Real Estate Commission is required to maintain a current, valid mailing address on file with the division at all times.

- Please notify the division, in writing, should you have a change of address.
- In accordance with AS 08.88.321, the license certificate of a Broker must be displayed in the Broker's principle office.

RENEWAL INFORMATION

All licenses expire on January 31 of even-numbered years. Exception: Licenses issued within 90 days of the expiration date will be issued through the next biennium.

Continuing education is required at the time of renewal; refer to 12 AAC 64.500 for continuing education requirements.

SOCIAL SECURITY NUMBERS

In accordance with AS 08.01.060, the department is not authorized to issue a license to a natural person, unless the applicant's Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions or obtain the Exception from SSN Requirement Form number 08-4372, from the Division Website at: www.commerce.state.ak.us/occ/.

PUBLIC INFORMATION

All information contained in and supplied with this application will be available to the public unless required to be kept confidential by law. Current licensee information is available on the Division of Corporations, Business & Professional Licensing website at: www.commerce.state.ak.us/occ under "License Search."

POST LICENSING EDUCATION

Starting February 1, 2008 all new licensees are required to complete 30 hours of post-licensing education (PLE). This education must be completed within one year after the date of initial salesperson or broker licensure. This is in addition to the 20 hours of continuing education that you must complete to renew your license. After the required 30 hours of PLE is completed an Affidavit of Post Licensing Affidavit form (08-4326) **MUST** be submitted to the Real Estate Commission. Copies of all certificates of the completed education and appropriate fees must accompany the PLE Affidavit within 30 days after the 1 year period of initial licensure or the license will lapse (AS 08.88.095). New licensees applying for licensure by endorsement who hold a active and valid real estate license in another state and have been licensed by that state for 1 year or more are **NOT** required to complete PLE (AS 08.88.263(3)). Additional information about post-licensing requirements is available on the Commission web site at www.commerce.state.ak.us/occ/prec.htm

STATUTES AND REGULATIONS

Copies of the statutes and regulations referenced in this application may be obtained at: www.commerce.state.ak.us/prec.htm or may be obtained from the Commission office.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

For Office Use Only



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ALASKA REAL ESTATE BROKER
APPLICATION BY EXAMINATION

License fee options: \$50.00- License fee (transfer, opening new office) -OR- \$30.00, License fee (status change) (if staying in the same office)

A. BIOGRAPHICAL INFORMATION (Please Print)

NAME: Last First Middle

MAILING ADDRESS:

CITY: STATE: ZIP CODE: DAYTIME TELEPHONE:

DATE OF BIRTH: SOCIAL SECURITY NUMBER: (Required by AS 08.01.060)

EMAIL: YES NO

- 1. Are you under indictment for, or have you been convicted of a felony, forgery, theft, extortion, conspiracy to defraud creditors, or fraud?
2. Have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement or any other disciplinary or license action?
3. Have you had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, or any other disciplinary or license action in the state or any other jurisdiction?
4. Have you had a fidelity bond denied or revoked?
5. Are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?
6. Have you had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?

If you answered "yes" to any of the questions above, you must attach a letter of explanation regarding the nature of the action, the date it occurred, and the resolution of the problem. For any court actions, you must attach legal documentation. All information provided with this application will be considered public unless required to be kept confidential by state or federal law.

B. LICENSE/CERTIFICATE HISTORY

List all states or jurisdictions in which you are currently, or ever have been, licensed/certified in the Real Estate profession. License histories/certifications must be sent directly to the Alaska Real Estate Commission from another licensing authority. (See Application Procedures #6). License history(ies) must be received before a license can be issued.

Table with 5 columns: License/Certificate Number, License Category, State, Active/Inactive, Expiration Date

C. TERMINATING BROKER INFORMATION (complete only if transferring to new office)

Business Name _____

Business Mailing Address _____

(City)

(State)

(ZIP Code)

Broker Name (Please Print) _____ Telephone # _____

Broker's Signature _____ Date _____

Associate Broker's Name (print): _____ Associate Broker #: _____
(If working in branch office)

Associate Broker's Signature: _____ Date: _____
(Both signatures needed if in branch office)

**Return original signed and dated license to Real Estate Commission*

D. EMPLOYING BROKER INFORMATION

Employing Broker's Name (print): _____ Broker #: _____

Business Name: _____ Telephone: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Broker's Signature: _____ Date: _____

Associate Broker's Name (print): _____ Associate Broker #: _____
(If working in branch office)

Associate Broker's Signature: _____ Date: _____
(Both signatures needed if in branch office)

D. CERTIFICATION OF INFORMATION

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I am not omitting any information which might be of value to this commission in determining my qualifications; and I agree that any falsification, omission, or withholding of information of facts concerning my qualifications as an applicant shall serve as sufficient grounds for the suspension, cancellation, or revocation of my broker certificate, even though it is not discovered until after issuance.

WARNING: The Commission may deny issuance, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as a real estate salesperson by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).

SIGN HERE 

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public in and for the State of _____ this

_____ day of _____, 20____.

Signature of Notary Public

My Commission Expires: _____

SEAL



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VERIFICATION OF REAL ESTATE LICENSEE EXPERIENCE

APPLICANT: Complete only the top portion of this form. Mail to your past Supervising Broker where you worked as a real estate licensee prior to becoming a Broker.

PLEASE PRINT:

Current Alaska Real Estate License # _____

I, _____
Last Name
First
Middle
Former Name (if applicable)

am applying for a broker license, and I hereby authorize you to release information as required on this form to the Alaska Real Estate Commission.

I worked as a real estate licensee during the following period:

Employment Dates: From: _____ To: _____

Signature: _____ Social Security Number: _____

Address: _____ Birth Date: _____

EMPLOYER: Please complete this form and return to the Alaska Real Estate Commission at the address listed above.

1. Dates of Employment as a real estate licensee: From: _____ To: _____

2. Total months worked as a real estate licensee: _____

Signature of Supervising Broker or Authorized Representative

Title

Printed Name

Date

Company Name or Agency: _____

Mailing Address: _____

Street or P.O. Box Number

City

State

Zip Code

Telephone No.

PLEASE RETURN COMPLETE FORM DIRECTLY TO THE ALASKA REAL ESTATE COMMISSION