

**Rules of  
Department of Economic  
Development  
Division 250—Missouri Real Estate Commission  
Chapter 3—Applications for License;  
License Examinations**

<b>Title</b>	<b>Page</b>
4 CSR 250-3.010 Applications for License .....	3
4 CSR 250-3.020 License Examinations .....	6

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT**

**Division 250—Missouri Real  
Estate Commission**

**Chapter 3—Applications for  
License; License Examinations**

**4 CSR 250-3.010 Applications for License**

*PURPOSE: This rule informs applicants of the requirements, procedures and qualifications necessary for obtaining a license.*

- (1) Licenses shall be granted only to persons who present, and corporations, associations or partnerships whose officers, associates or partners present, satisfactory proof to the commission that they are persons of good moral character; bear a good reputation for honesty, integrity and fair dealing; and are competent to transact the business of a broker or salesperson in such a manner as to safeguard the interest of the public.
- (2) All applications for license shall be made on forms approved by the commission and completed and signed by the applicant. The commission may deny issuance of a license to any applicant submitting an incomplete application or an application containing any false or misleading information or to any applicant failing to submit the correct fees with an application.
- (3) Every application for original license shall be accompanied by proof acceptable to the commission that the applicant has met all applicable requirements of the license law and these rules, including but not limited to:
- (A) Proof of successful completion of the prescribed prelicense course in an accredited school prior to the date of examination and within six (6) months prior to the date the application for license is postmarked by a postal service; and
- (B) Proof of satisfactory completion of both portions of the required examination within six (6) months prior to the date the application for license is postmarked by a postal service.
- (4) Applicants will have six (6) months after satisfactory completion of the required course of study within which to pass the required examination and apply for license. After six (6) months, credit for that course and examination will expire, and satisfactory completion of the required course and examination must be repeated before applying for license.
- (5) The commission may require an applicant for a license to furnish a recent passport-type photograph and court documents, as well as any other information deemed necessary by
- the commission to determine the applicant's qualifications for a license.
- (6) The commission reserves the right, at its discretion, to hold any application for a reasonable length of time for investigation.

*Auth: section 339.120, RSMo (Cum. Supp. 1993).\* Original rule filed Nov. 14, 1978, effective Feb. 11, 1979. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed June 15, 1990, effective Dec. 31, 1990. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994.*

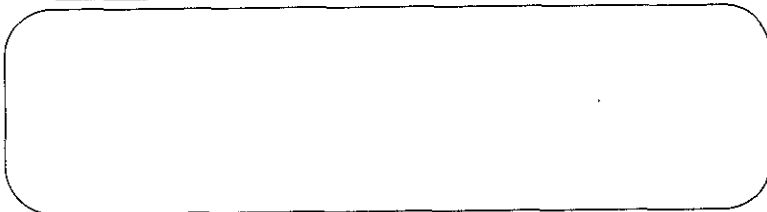
*\*Original authority 1941, amended 1963, 1967, 1981, 1988, 1993.*



APPLICATION FOR REAL ESTATE LICENSE
STATE OF MISSOURI
MISSOURI REAL ESTATE COMMISSION
P.O. Box 1339, Jefferson City, MO 65102
314-751-2628

1. TEST DATE: BIRTHDATE:
SOCIAL SECURITY NO.: SEX:
APPLICANT ID NO.: HOME TELE.:

Date issued: FOR MREC USE ONLY Broker Number:



If any pre-printed applicant information is incorrect, mark it out and clearly print the correct information.

2. SCHOOL NAME COMPLETION DATE

REAL ESTATE COMMISSION MUST RECEIVE THIS APPLICATION WITHIN 6 MONTHS OF THE DATE OF APPLICANT'S SCHOOL COMPLETION

3. PREVIOUS NAMES, ALIASES, NICKNAMES, PEN NAMES, PSEUDONYMS, MAIDEN NAME
4. BROKER/ENTITY NAME
ADDRESS, MAIN OFFICE ONLY (NUMBER, STREET, CITY, ZIP)
TELEPHONE (INCLUDE AREA CODE) BROKER/ENTITY NUMBER
5. DESIRED LICENSE STATUS
[ ] SALESPERSON [ ] BROKER-OFFICER [ ] BROKER-PARTNER
[ ] INDIVIDUAL BROKER [ ] INACTIVE BROKER (see other side)

GLUE - DO NOT STAPLE
A RECENT PASSPORT-TYPE
PHOTO INSIDE THIS BOX.
PHOTO MAY NOT BE
LARGER THAN BOX.

6. IF ANSWER TO ANY QUESTION BELOW IS YES, EXPLAIN ON A SEPARATE SHEET
6-10. Have you ever been licensed as a salesperson or broker in Missouri or any other state? Provide name of state, dates of licensure and a certification of licensure from the licensing authority of the state you are, or were most recently, licensed in. [ ] YES [ ] NO
6-11. Have you ever had your real estate license suspended, revoked, placed on probation, or otherwise disciplined in Missouri or any other state? Provide name of state and dates of licensure. [ ] YES [ ] NO
6-12. Have you ever pleaded guilty to, been convicted or found guilty of any criminal offense other than traffic violations in this or any other state? Provide the date, offense, court location and case number. [ ] YES [ ] NO

7. ALL APPLICANTS MUST COMPLETE. I hereby swear and affirm that the above answers are true and correct to the best of my knowledge and belief, and I understand that if these answers are not true and correct, I am subject to the penalties of making a false affidavit.
8. SPONSORING BROKER MUST COMPLETE FOR SALESPERSON AND BROKER-SALESPERSON APPLICANTS ONLY. I certify that I am the sponsoring broker for the above-named applicant and that I will be responsible for the applicant's real estate activities.

PRINT OR TYPE NAME OF SPONSORING BROKER
SIGNATURE OF APPLICANT DATE SIGNATURE OF SPONSORING BROKER

**INSTRUCTIONS FOR COMPLETING APPLICATION**

The new license and pocket card will be mailed to the brokerage approximately 2-3 weeks after the properly completed application is received by the Commission. In order to receive a work permit, enclose a stamped envelope addressed to the brokerage.

**FEES:** Correct fees must accompany this application. Make check payable to the Missouri Real Estate Commission. All fees are nonrefundable.

A. RESIDENTS — Salesperson: Processing fee \$50.00 + License fee \$40.00 = \$90.00 total.  
Any broker license: Processing fee \$50.00 + License fee \$80.00 = \$130.00 total.

B. NONRESIDENTS — Do not complete or mail this application until you have received a nonresident form and fee schedule which will be mailed by the Missouri Real Estate Commission in the next few days.

**THE FOLLOWING INSTRUCTIONS CORRESPOND TO NUMBERED ITEMS ON THE APPLICATION FORM. USE A TYPEWRITER OR PRINT LEGIBLE. USE BLACK INK.**

1. Your license must be issued in your full given name (**NO NICKNAMES, ETC.**). Correct any pre-printed information, including name, address, birthdate, etc.
2. Provide name of school and completion date. **PASS NOTICE(S) AND SCHOOL CERTIFICATE(S) MUST BE ENCLOSED WITH THIS APPLICATION.** If you do not pass both portions of the examination on the first attempt, you will need to attach any separate pass notices with this form.
3. Indicate any previous names, aliases, nicknames, pen names, pseudonyms or maiden name.
4. Broker Information. Enter the main office address only. Do not enter branch office address. If you are applying for individual status, enter the address at which you plan to conduct your brokerage business.
5. **MARK DESIRED LICENSE STATUS.**  
**INDIVIDUAL BROKER LICENSE.** Attach salesperson license and pocket card or salesperson examination results and school certificate. Include a complete Consent to Examine and Audit Escrow or Trust Account form. If applicable, include a fictitious name registration recorded by the Secretary of State.  
**BROKER-SALESPERSON, BROKER-OFFICER OR BROKER-PARTNER LICENSE.** Return salesperson license and pocket card or salesperson examination results and school certificate. If applicable, provide officer title in space provided. (Example: President, Vice President, Treasurer, Secretary).  
**INACTIVE BROKER LICENSE.** Return salesperson license and pocket card or salesperson examination results and school certificate. **NOTE:** Before an inactive license may be reactivated, the 48 hour prelicense broker course must be completed.
6. If you answer "yes" to any question in this section, enclose a separate sheet containing the information requested.
7. Applicant's signature and date required.
8. Sponsoring broker's signature and date required.

**GLUE, DO NOT STAPLE.** A RECENT (within one year) passport-type photo in the space provided. The photo must fit in the allotted space.

**PAPERCLIP — DO NOT STAPLE — APPLICATION TOGETHER.**

**MAIL THE FORM TO:** Missouri Real Estate Commission, P.O. Box 1339, Jefferson City, MO 65102

**HAND DELIVERY OR EXPRESS MAIL SERVICE:** Missouri Real Estate Commission, 3605 Missouri Blvd., Jefferson City, MO 65109

\*Disclosure of your social security number is voluntary. It is being requested pursuant to the authority granted the Missouri Real Estate Commission in Section 339.050 RSMo. It will be used by the Missouri Real Estate Commission as a license identification.

**4 CSR 250-3.020 License Examinations**

*PURPOSE: This rule establishes how and by whom the examination shall be given. The requirements, fees and prohibitions are included in this rule.*

(1) The form, content, method of administration, passing standards and schedule of written license examinations shall be determined by the commission and the date and place of examinations shall be announced as far in advance as is practicable. In conducting examinations, the commission may utilize professional computerized testing services.

(2) Fees payable by applicants for broker and salesperson license examinations shall be established by agreement with the commission and testing service administering the examination. Fees shall be paid as directed by the commission.

(3) No applicant shall be permitted to take any memoranda, pamphlet, book or paper into an examination room and otherwise shall be subject to the rules imposed by the administrator of the examination. If any applicant violates any rules imposed by the administrator while taking an examination such act shall be reason to deny issuance of a license to the applicant(s) involved.

*Auth: section 339.120, RSMo (Cum. Supp. 1993). \* Original rule filed Nov. 14, 1978, effective Feb. 11, 1979. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994.*

*Op. Atty. Gen. No. 23, Keyes (1-30-78). The Missouri Real Estate Commission unlawfully issued broker's licenses to certain persons in 1973 and 1974 who had not successfully passed the broker's examination as required by section 339.040, RSMo (1969).*

*\*Original authority 1941, amended 1963, 1967, 1981, 1988, 1993.*