



Property Management Broker Candidate Information Form

Applicant Name (First, MI, Last): _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Business phone (optional): (_____) _____

Applicant DOB: _____ Applicant SSN: _____

*All licensees, both active and inactive shall at all times keep the commission informed in writing of their personal residence address, physical business address and mailing address (Reg.).

Section One – Instructions and License Type

APPLICANTS PLEASE NOTE: To apply for your property management license, complete and return all pages of this Supplement to the Arkansas Real Estate Commission (AREC) with \$70.00 license fee plus \$25.00 recovery fund fee (if you do not hold a current Arkansas salesperson license) (NO CASH) and a copy of your passing examination score report within ninety (90) calendar days of the examination date. A.C.A. 17-42-306 (b)(1). If you fail to pay the prescribed fee within ninety (90) calendar days, your examination results will be null and void and you will be required to make a new application and retake the examination, as an original applicant. If you wish to be affiliated (active status) with a real estate broker, secure the signature of your Supervising Broker on this form below.

Mail to: Arkansas Real Estate Commission, 612 South Summit Street, Little Rock, AR 72201-4740

All licensees, both active and inactive shall at all times keep the Commission informed in writing of their personal residence address, physical business address and mailing address (Reg. 7.6(b)).

Active Status (affiliated with the property management firm listed below), provided that the Commission has received and approved the State and Federal criminal background check and payment of fees or other required information, and documents are attached.

Inactive Status (NOT affiliated with a firm) Inactive date: _____

Applicant Signature: _____ **wet signature required** Date: _____

Section Two – Post-License Requirements

Commission Regulation 11.5 Post-License Education Requirements

Effective for all candidates licensed on or after January 1, 2018

Brokers are required to complete thirty (30) classroom hours of post-license education. A broker cannot become an executive broker or principal broker until such broker has completed and filed satisfactory documentation of the completion of the post-license broker education course. This requirement must be met within **six (6) months** after the date the license was issued. If this requirement has not been met within **six (6) months** of license issuance date, your license will be placed on inactive status until you furnish proof of completing the post-license requirement. In addition, you may be subject to a fine and citation. On inactive status, you cannot conduct real estate business.

By signing below, I acknowledge that I have read and am aware of the above educational requirements.

Applicant Signature: _____ **wet signature required** Date: _____

Section Three – Property Management Broker’s Statement

1. If you are going to be licensed with a property management firm in which you will not be the Property Management Broker, the person who IS the Property Management Broker of that firm must be a full-time broker and must complete this section.

I, the undersigned, am a full-time licensed property management broker in the State of Arkansas. I hereby request that an active property management broker's license be issued to my firm for the person named on this application upon receipt and approval by the Commission of a State and Federal background check. The individual is to be licensed in the following capacity (check one):

Broker

Broker (contact AREC for additional form) – See Post-License Requirements below

Firm name: _____

Firm address: _____ PO Box, if any: _____

City: _____ State: _____ Zip: _____ Telephone: (_____) _____

Firm phone: _____ Principal Broker’s Email: _____

Signature of Broker: _____ **wet signature required**

Broker’s License # _____ Date: _____

Complete the section below only if leaving the firm with which you have been licensed.

I hereby certify that I am not taking, and will not take any listings, management contracts, appraisals, lease agreements, or copies of any such documents, or any other pertinent information belonging to my former broker.

Signature: _____ **wet signature required** License Number: _____ Date: _____

2. If you are going to be the Broker of a real estate firm, write AREC for approval of your firm name and any other form(s) required for opening a new firm. After completing all application form(s), complete the section below and attach a photograph of your office sign. Remember: Your office sign must meet the requirements set form in Regulation 7.3 – See Post License Requirements section above.

Firm name: _____

Firm address: _____ PO Box, if any: _____

City: _____ State: _____ Zip: _____ Telephone: (_____) _____

Firm phone: _____ Principal Broker’s Email: _____

Signature of Principal Broker: _____ **wet signature required**

Principal/Branch Broker’s License # _____ Date: _____

I hereby accept the responsibilities of Principal Broker for this firm..

Applicant Signature: _____ **wet signature required** Date: _____

Note: This is NOT a temporary license. No real estate activity can be conducted until issuance of a real estate license to the Principal Broker’s firm listed above. No license will be issued until the Commission receives and approves the State and Federal criminal background check.

1. **Are you currently residing in Arkansas?** Yes No
2. **Since you completed and filed your examination application with AREC,** have you had a professional, vocational or occupational license, permit, certification or registration denied, revoked, suspended, cancelled, surrendered, or subjected to any sanctions, including probation? If you responded yes, provide a written report to AREC. The report should include the date of the action, the name and address of the regulatory agency which has taken the action and copies of documents pertaining thereto. The report should also include your explanation of the circumstances which led to the action, along with any additional information you wish to submit.
Yes No
3. **Since you completed and filed your examination application with AREC,** have you been convicted of or pleaded guilty or nolo contendere or have you had a sentence deferred or suspended regarding any crime other than a traffic violation? If you responded yes, provide a written report to AREC of the conviction which should include the date of the offense and of the conviction, the name and address of the court, the specific crime of which convicted or to which a guilty plea was entered, the fine, penalty and/or other sanctions imposed, and copies of the charging document and judgment of conviction or other disposition including probation or suspension of sentence. The report should also include your explanation of the circumstances which led to the charge and conviction or plea, along with any other information which you wish to submit.
Yes No
4. **Since you have completed and filed your examination application with the AREC,** are there any pending lawsuits filed against you or have you ever had a judgment entered against you for fraud, deceit, dishonesty, misrepresentation, or conversion of property including money belonging to another in any civil proceedings? If you responded yes, please provide a written report to AREC which should include a complete statement of the charges and facts, together with dates, name and location of the court in which the proceedings were held or are pending.
Yes No
5. **Since you completed and filed your examination application with AREC,** are there any unsatisfied judgments against you? If you responded yes, please provide to AREC a written report which should include a copy of the unsatisfied judgment.
Yes No

Applicant Signature: _____ wet signature required _____ Date: _____

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