



Sales Application Submission Instructions

The Commission must receive your complete license application **WITHIN 6 MONTHS OF THE EARLIEST PASS DATE** for any section of the exam shown on this score report. Failure to timely submit a complete application will result in a deficiency notice pursuant to K.S.A. 58-3044.

Email or fax the following documents to **Kansas Real Estate Commission** at krec@ks.gov or **785-296-1771**:

Score report and Application for License.

Certificate for Kansas Practice Course completed **no more than six months prior** to the Commission's receipt of the application. Course certificate must be valid upon submission.

License History Certification for any real estate license ever held by you in any other state issued no more than six months prior to the Commission's receipt of the application (**see Question 2d**).

Non-Resident form REL-110 downloaded from krec.ks.gov if not a Kansas resident.

Supporting documentation concerning any of the following: any denial, revocation, suspension, voluntary surrender, or other disciplinary action taken against any professional or occupational license or certificate ever held by you including denial of any license application (see **Question 2e**); a final court judgment from real estate related litigation filed against you or a real estate company owned in whole or part by you (see **Question 2f**); any pending criminal charges filed against you, any conviction of a criminal offense, any suspended imposition of sentence or diversion (see **Question 2g**).

Background Waiver form REL-150 and fingerprints (Livescan or print card; **print card must be mailed to KREC**). Resulting KBI/FBI reports are valid for 6 months.

Payment information for the fees below:

- **\$70 non-refundable background check fee**
- **\$15 non-refundable application fee**
- **\$125 license fee**

APPLICATION FOR LICENSE AS A KANSAS REAL ESTATE SALESPERSON



1. APPLICANT INFORMATION

Name to be shown on license: _____
Legal Name: _____
Other names by which you are known or have been known: _____
Date of Birth (MM/DD/YYYY): _____ *Social Security Number: _____
Male Female
Home Address: _____
City: _____ State: _____ Zip Code: _____
Phone: (_____) _____ Email: _____
High School Name and location/state issuing Diploma/GED: _____
Month/Year Diploma/GED received: _____

2. APPLICATION QUESTIONS — *all questions must be answered*

- a. Are you a military service member? **YES NO**
- b. Are you the spouse of a military service member or former member with an honorable discharge who resides or plans to reside in Kansas?
YES NO
- c. If you are not a Kansas resident, do you intend to establish residency in Kansas? **YES NO N/A**
- d. Have you ever held a real estate license in Kansas or another state? **YES NO** List State(s): _____
IF YES, and the license is CURRENT, have you been licensed for at least one year? YES NO

YOU MUST ATTACH A CERTIFICATION OF LICENSE HISTORY FROM OTHER STATE AGENCY FOR ALL CURRENT/EXPIRED LICENSES

- e. Has there ever been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action against any professional or occupational license or certificate held by you in Kansas or another state?
YES NO List State(s): _____ Discipline Types: _____

YOU MUST ATTACH A COPY OF THE ORDER AND AN EXPLANATION INCLUDING THE DISCIPLINE DATES AND REASONS

- f. Has there ever been any litigation filed against you or a company owned in whole or part by you relating to the business of buying, selling, exchanging, or leasing real estate or any other activity that requires a real estate license in Kansas or another state?
YES NO State: _____ Year: _____

ATTACH A COPY OF ANY SETTLEMENT AGREEMENT OR ORDER THAT SETS FORTH THE OUTCOME. IF JUDGMENT IS NOT SATISFIED, PROVIDE AN EXPLANATION.

- g. Have you ever been convicted of a criminal offense, received a diversion or a suspended imposition of a sentence for a criminal offense, or is there any criminal charge now pending against you (*misdemeanor and/or felony*)? **YES NO**
Offense: _____ Date: _____

YOU MUST ATTACH A LETTER EXPLAINING THE CIRCUMSTANCES THAT LED TO THE OFFENSE OR PENDING CHARGE

NOTE: A criminal background check will be conducted; failure to provide a complete and truthful response may result in denial of your application.

I hereby certify the information provided in this application is true and correct and the Kansas Real Estate Commission may rely on its truthfulness.

Applicant's Signature

Date

*SSN is requested pursuant to K.S.A 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, SSN will be provided to the Kansas director of taxation upon the director's request.

*******COMPANY INFORMATION*******

Company Name: _____ Company ID No.: _____
Company Address: _____
City: _____ State: _____ Zip Code: _____

I hereby request a license be issued to the above-named applicant to be employed by or associated with me as a real estate salesperson. I certify that the applicant possesses the honesty, trustworthiness, integrity, and competence to transact the business of real estate. I further certify I am aware of any criminal history or pending charges identified as part of this application and am willing to supervise the applicant under the circumstances. If a license is granted, I will exercise proper supervision over the applicant's real estate activities and immediately notify the Commission upon termination of the applicant's affiliation with my company.

Supervising/Branch Broker's Signature

Supervising/Branch Broker's Name (Print)

Date



Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St Ste 404
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

PAYMENT AUTHORIZATION FORM

Option 1: CREDIT/DEBIT CARD PAYMENT INFORMATION

Applicant Name:	Email Address: (optional for electronic receipt)	Zip Code:	Expiration Date:
Card Information:			
☐ Visa	☐ MasterCard	☐ Discover	
☐ American Express			

Option 2: ELECTRONIC CHECK PAYMENT INFORMATION

Account Holder Name:	Email Address: (optional for electronic receipt)
Account Type:	Check Number (optional)
☐ Personal	
☐ Business	
Routing Number:	Account Number:

Sample Check - U.S. Account (lower left corner)



The Bank Routing # is 9 digits between the : : symbols

The check # should match the # in the upper-right corner

The Checking Account # is usually to the left of #. If check # is left of account #, ignore check #

Note: These three sets of numbers may appear in a different order on your check.

Submit to the Kansas Real Estate Commission by:

Email: krec@ks.gov

Fax: 785-296-1771.

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411 *after* emailing/ faxing your documents. **After processing your payment, this page will be shredded.**