



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

## Real Estate Reciprocal Application

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach and mail to the address above. Once the completed application, including all supporting documents, is received the license will be issued within 15 business days. An application that requires a background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge. The license is issued for (4) years.

**NOTE: Residents of the State of Florida see Section F - DO NOT COMPLETE THIS APPLICATION-**

- Include a \$170.00, non-refundable, license fee in the form of a cashier's check or money order made payable to the Georgia Real Estate Commission.
- Attach a certified license history that must be obtained from the state licensing board or regulatory agency in the state in which you are licensed. **This is NOT a copy of your wall certificate or pocket card.** The license history must:
  - (1) Show that your license is in good standing and is not lapsed or expired
  - (2) Show that you passed a state administered real estate examination to obtain the license
  - (3) Have been issued within one year of this application
- Attach a Georgia Criminal Information Center report (GCIC) if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Complete Sections **A** through **E** of this application.
- Attach an 'Open a Firm' application or 'Change of Qualifying Broker' form, *if required*, in Section **B**.
- Attach any supporting documentation, *if required*, in Section **D**.

## Section A Licensee Information

First Name	<input type="text"/>	Middle Name	<input type="text"/>	Last Name	<input type="text"/>	Suffix	<input type="text"/>
SSN	<input type="text"/>	Birth date (mm/dd/yyyy)	<input type="text"/>				
Email	<input type="text"/>		<input type="radio"/> Male		<input type="radio"/> Female		
Residence Address	<input type="text"/>						
City	<input type="text"/>			State	<input type="text"/>	Zip Code	<input type="text"/>
County	<input type="text"/>		Residence Phone Number	<input type="text"/>			

### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	PLS	PID#	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/> Zip Code <input type="text"/>
County	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Fax Number	<input type="text"/>		

### NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

## Section B License Information

### Select the License Type Requested:

(A)  **Salesperson**

(1) All Salespersons, including reciprocal licensees, are required to complete a Commission approved Salesperson Post License Course in the first year of licensure. This course also fulfills six (6) hours of the Continuing Education requirements.

(2) Indicate status of license requested:

If Active, proceed to Section C

Active

Inactive

If Inactive, Proceed to Section D

(B)  **Broker**

(1) Indicate status of license requested:

If Active, proceed to # 2

Active

Inactive

If Inactive, Proceed to Section D

(2) Will you be opening / registering a firm? (*Sole Proprietorship, Corp, LLC, Partnership*)

YES

NO

If Yes, proceed to # 4

If No, Proceed to # 3

(3) Will you be the qualifying broker for an existing Georgia firm?

YES

NO

If Yes, proceed to # 5

If No, Proceed to # 6

(4) All new firms must complete and attach an 'Open a Firm' application, proceed to Section D

(5) Complete and attach a 'Change of Qualifying Broker' form, proceed to Section D

(6) You must affiliate as an Associate Broker with a firm licensed in Georgia, proceed to Section C

(C)  **CAM**

(1) Indicate status of license requested:

If Active, proceed to Section C

Active

Inactive

If Inactive, Proceed to Section D



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

## Section C

### Firm Affiliation Information

To obtain an **ACTIVE** license all salespersons, associate brokers, or community association managers must affiliate with a resident or non-resident broker who is licensed by the Georgia Real Estate Commission. The broker must complete this section.

I request that the license of the above named licensee be issued as an affiliate of this firm, and I certify that the licensee has entered into the agreement required by Substantive Regulation 520-1-.07(5)

Ga. Broker Signature	<input type="text"/>	Date	<input type="text"/>
Firm Name	<input type="text"/>	Firm License #:	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Firm Phone Number	<input type="text"/>

## Section D

### Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence is grounds for denial of your license. A background investigation is extensive and will require additional time before the license is issued. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

(1) Have you previously held a Georgia real estate license?

YES

NO

If Yes: Provide

Full Name:

License #:

(2) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

YES (Documentation Attached)

YES (On File at GREC)

NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for a criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If yes and not on file, you must attach:**

- (a) the citation, accusation, information, or indictment that led to the conviction, and
- (b) a certified copy of the sentence / final disposition of every conviction
- (c) an explanation of the circumstances surrounding every conviction
- (d) three letters of recommendation from individuals not related to you by birth or marriage that indicate:
  - a) whether they are aware of your prior conviction(s)
  - b) how long they have known you
  - c) how they have known you (teacher, friend, work colleague, etc.)
  - d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
  - e) your current reputation in the community
  - f) telephone numbers where they can be reached
  - g) if a broker has agreed to hold your real estate license, one of the letters MUST be from the broker



## Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

**(3)** Have you ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

**YES** (Documentation Attached)       **YES** (On File at GREC)       **NO**

**If yes and not on file**, for every disciplinary action attach:

- (a) a certified copy of the final order of the licensing agency that imposed the disciplinary action, and
- (b) any allegations that preceded the final order
- (c) an explanation of the circumstances surrounding every sanction
- (d) three letters of recommendation from individuals not related to you by birth or marriage that indicate:
  - a) whether they are aware of your prior conviction(s)
  - b) how long they have known you
  - c) how they have known you (teacher, friend, work colleague, etc.)
  - d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
  - e) your current reputation in the community
  - f) telephone numbers where they can be reached
  - g) if a broker has agreed to hold your real estate license, one of the letters **MUST** be from the broker

### Section E Certification

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting real estate brokerage activity in Georgia until I receive my wall certificate.

I hereby certify that I have read the Georgia Real Estate License Law (O.C.G.A. Chapter 43-40: Rules and Regulations Chapter 520) and agree to abide by its provisions in all brokerage activity in the state of Georgia.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as a real estate licensee within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Commission, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-39A-22 by promptly supplying any documents that any authorized investigator of the Commission may request and by personally appearing at the Commission offices or other location in Georgia as the Commission's investigator may request.

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Applicant Signature

[Redacted Signature]

Date

[Redacted Date]

### Section F FLORIDA RESIDENTS ONLY

A resident of the State of Florida who wishes to obtain a Georgia License must take an examination on Georgia real estate laws in order to receive a Georgia license. The exam cost is \$ 91.00 and is in addition to the cost of the license.

The exam is administered by Applied Measurement Professionals (AMP). Contact AMP at [www.goamp.com](http://www.goamp.com) to obtain a **candidate handbook**. The candidate handbook will assist you in applying for the exam and provide other important information on becoming licensed in Georgia. There is no charge for a candidate handbook.

You **MUST** purchase the license at an AMP test center after passing the exam. The license cannot be obtained any other way. A Georgia license costs \$170 and is issued for four (4) years.