

Broker – applying for a principal broker license after taking the broker’s exam

Please note the following requirements must be met there are no exceptions. Failure to comply with these requirements will void the application and you will be required to retake the exam and/or redo the FBI report.

- ***The FBI report must be requested prior to scheduling the exam.***
 - ***FBI reports expire 6 months from the date they are issued.***
 - ***Once you have completed the exam you will only have 60 days to apply for your license.***
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- Original application, which you will receive from the approved testing provider after passing the exam, provider completed and signed by the applicant;
 - Experience verification completed by principal broker(s) verifying completion of required experience; (*This form is a part of the application.*)
 - Real Estate education transcripts including the brokerage management course if not previously submitted to the Commission by the applicant; (copies are accepted; website printouts are not accepted)
 - Copies of college transcripts or college degrees being used for elective credit; (copies are accepted; website printouts are not accepted)
 - Education Review prepared by the KREC;
 - Escrow account verification; (*This form is a part of the application.*)
 - License released by current principal broker;
 - FBI Report (Original) – (Must be on file with the Commission or attached to the application. Cannot be more than 6 months old.):
 - Check for \$30 made payable to KREC if applicant is currently licensed as a sales associate with the KREC, or a check for \$60 made payable to KREC if the applicant does not have a current sales associate license;
 - If the new firm is a corporation, limited liability corporation, partnership or business trust, the applicant must attach proof of filing from the Kentucky Secretary of State’s Office;
 - If the new firm is a Sole Proprietorship in any name other than the principal broker’s name, applicant must attach proof of registration from the county in which the business is registered;
 - If the applicant does not have E & O insurance filed with the KREC or if the E & O insurance is not current or will not continue to cover the applicant at the new firm, E & O insurance must be provided; and
 - If the applicant has held or holds a license in another state a Certificate of Licensure from the state(s) must be attached a copy of the license is not acceptable.

If the applicant is not a Kentucky resident, form #407 “Consent to Service of Jurisdiction” must be attached.

*****Please Allow KREC 3-7 business days AFTER THE COMMISSION HAS RECEIVED ALL REQUIRED ITEMS INCLUDING THE FBI BACKGROUND REPORT. In the event you have any legal issue the time to process may be longer.***