

## KREC Application Checklist

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

**All of the following requirements must be met for licensure. 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.**

- Original application completed and signed by the principal broker and applicant;
  - Applicants will receive the application from the testing provider after passing the exam.
- Experience verification completed by the principal broker(s) verifying completion of required experience;
  - The experience verification 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, but website printouts are not accepted.
- Copies of college transcripts or college degrees being used for elective credit;
  - Copies are accepted, but 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); \*
  - The report must be on file with the KREC or attached to the application and cannot be more than 90 days old.
- Check for \$30 made payable to KREC if applicant is currently licensed as a sales associate with the KREC, or a check for \$70 for license application made payable to KREC;
  - This total will include the \$60 license fee and the \$10 E&O processing fee, if the applicant does not have a current KY sales associate license.
- If the applicant does not have E & O insurance filed with the KREC, proof of E & O Insurance coverage;
  - If you select a private firm policy, you must provide form 500.
- If the applicant is or has been licensed in another state, a Certificate of Licensure from the other state(s) must be attached; and
  - 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 three to seven business days AFTER THE COMMISSION HAS RECEIVED ALL REQUIRED ITEMS (INCLUDING THE FBI BACKGROUND REPORT) to process the application. In the event that a legal issue is identified in your criminal background check, the time to process may be longer.**

#### **\*PLEASE NOTE:**

- **The FBI report must be requested prior to scheduling the exam.**
- **FBI reports expire 90 days from the date they are issued.**
- **Once you have completed the exam, you will only have 60 days to apply for your license.**