

**IOWA REAL ESTATE COMMISSION**  
200 E. Grand, Suite 350 • Des Moines, IA 50309  
Telephone: (515) 725-9022  
[www.state.ia.us/irec](http://www.state.ia.us/irec)  
[realestatecommission@iowa.gov](mailto:realestatecommission@iowa.gov)

**Application for an Individual License**

**INSTRUCTIONS**

1. A completed application can be sent in any time after an applicant has begun the criminal history background check **through the Iowa Real Estate Commission**. For questions concerning the background check, please see our website: [www.state.ia.us/irec](http://www.state.ia.us/irec).
2. Complete the entire application. Incomplete applications will be returned unprocessed.
3. The salesperson license fee is \$125.00; the broker license fee is \$170.00. Attach check, money order or provide the required credit card information. Applications received prior to the completion of the background check will be processed with the license being held by the Commission. Once the background is completed, reviewed and accepted, a license will then be issued to the employing broker. A license will be issued for three calendar years from the date the application is processed, counting the remaining portion of the year issued as one full year. During the time the license is held by the Commission, the applicant is not **authorized to perform any acts that require an active Iowa license**, unless he/she currently holds an active Iowa salesperson license.
4. Attach the pass notice(s) from the testing service with the application (not applicable for persons applying by reciprocity), certification of completion of the required pre-license course(s) (not applicable to persons applying under Rule 5.3 or by reciprocity) and proof of Iowa errors and omissions insurance. **Reciprocity applicant:** Additional information and instructions are available upon request or from our website: [www.state.ia.us/irec](http://www.state.ia.us/irec).
5. **Broker applicant:** return your active Iowa salesperson license with the application, if applicable.
6. Filing deadlines are **ABSOLUTE**. Completed applications **MUST BE FILED WITH THE COMMISSION BY THE LAST WORKING DAY OF THE SIXTH MONTH FOLLOWING THE QUALIFYING REAL ESTATE EXAMINATION AND WITHIN 210 DAYS OF THE BACKGROUND CHECK**.
7. If application is for a broker license as a proprietor, a trust account "Consent to Examine" or "Affidavit" form must be submitted. Forms may be obtained from our website: [www.state.ia.us/irec](http://www.state.ia.us/irec).
8. Partnerships, corporations and LLC's engaged in real estate brokerage **must** apply for a separate firm license. Applications may be obtained from our website: [www.state.ia.us/irec](http://www.state.ia.us/irec).
9. Applicants who reside outside of Iowa must complete the "Nonresident Consent" section of the application.
10. The data provided on the application is required by the Iowa Fair Information Practices Act. Information regarding the release of public records and the procedures for maintaining confidential records is available in Iowa Administrative Rules 193 - Chapter 13 or upon request from the Iowa Real Estate Commission office.
11. **Falsification of this application will subject the applicant to the penalties of Chapter 543B.29(1), Code of Iowa (fraud in procuring a license). A license can be revoked or suspended based on a false statement or submission in procuring a license, Chapter 543B.15(5), Code of Iowa.**

**CHECKLIST**

Have you included:

- |                          |                                     |                          |  |
|--------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | all pages of the application        | <input type="checkbox"/> | salesperson license if applicable        |
| <input type="checkbox"/> | check for the correct fee or        | <input type="checkbox"/> | notarization of your signature           |
| <input type="checkbox"/> | the correct credit card information | <input type="checkbox"/> | signature and notarization of employing  |
| <input type="checkbox"/> | pass notice(s)                      | <input type="checkbox"/> | broker                                   |
| <input type="checkbox"/> | education completion certificate(s) | <input type="checkbox"/> | proof of current E & O insurance in Iowa |

PLEASE DO NOT PRINT TWO SIDED.

<p><b>IOWA REAL ESTATE COMMISSION</b> 200 E. Grand, Suite 350 Des Moines, IA 50309 (515) 725-9022 <a href="http://www.state.ia.us/irec">www.state.ia.us/irec</a> <a href="mailto:realestatecommission@iowa.gov">realestatecommission@iowa.gov</a></p>	<p><b><u>APPLICATION FOR AN INDIVIDUAL LICENSE</u></b></p> <p>4. This application is for a (<i>check one</i>)</p> <p><input type="checkbox"/> Salesperson      \$125.00</p> <p><input type="checkbox"/> Broker              \$170.00</p>
<p>1. Name (<i>Please print</i>)</p> <p>_____</p>	<p>5. Qualification for this license by (<i>check one</i>)</p> <p><input type="checkbox"/> Examination      Date of exam: _____</p> <p><input type="checkbox"/> Rule 5.3            Date of exam: _____</p> <p><input type="checkbox"/> Reciprocity</p>
<p>2. Home address (Do not use a P.O. Box)</p> <p>Street _____</p> <p>City _____</p> <p>State _____ Zip _____ - _____</p> <p>Phone (_____) _____ - _____</p>	<p>6. Name and principal business address of the broker or firm under which you will be assigned to:</p> <p>Broker Name _____</p> <p>Business Name _____</p> <p>Street _____</p> <p>City _____</p> <p>State _____ Zip _____ - _____</p> <p>Phone (_____) _____ - _____</p>
<p>3. If applying for a broker license, you will do business as: (<i>check one</i>)</p> <p><input type="checkbox"/> Proprietor                      <input type="checkbox"/> Partner*</p> <p><input type="checkbox"/> Officer of a corp.*          <input type="checkbox"/> Broker associate</p> <p><input type="checkbox"/> Member of LLC*</p> <p>*Please attach legal proof of title as Officer, Partner or Member</p>	<p>7. Firm named in #6 is (<i>check one</i>)</p> <p>Iowa license number:</p> <p><input type="checkbox"/> Sole-Proprietor    B _____</p> <p><input type="checkbox"/> Firm                      F _____</p>

8. Yes No Have you been denied a real estate license in any state within twelve (12) months prior to the date of this application? If yes, give details. (*Attach additional sheets if necessary.*)

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9a. Yes No Have you had a real estate license revoked in any state? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

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9b. Yes No Have you ever had any other type of professional license revoked in any state? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

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9c. Yes No Has disciplinary action of any other type ever been taken against you by any state board or similar licensing body, any governmental agency before which you practiced real estate or any other profession, or any professional organization of which you are a member? If yes, attach a complete and detailed explanation of each occurrence including the date of the disciplinary action; the profession and license involved; the state in which the disciplinary action occurred; the board, body, agency or organization which took the action; and the grounds upon which the disciplinary action was taken.

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9d. Yes No Have you ever voluntarily surrendered a professional license at a time when a license disciplinary action was pending against you or you were under investigation by a state board or similar licensing body, governmental agency or professional organization regarding the license surrendered? If yes, attach a complete and detailed explanation of each occurrence including the date of the voluntary surrender; of the professional license involved; the state in which the license was surrendered; the board, body, agency or organization to which the license was surrendered; and the nature of the disciplinary action or investigation in progress at the time the license was surrendered.

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9e. Yes No Are there any real estate or other professional license disciplinary actions currently pending against you in any state? If yes, attach a complete and detailed explanation of each action including the date commenced; the state where the action is pending; the type of license involved; the board, body, agency or organization taking the action; and the nature of the charges. You will need to supplement this answer to provide the disposition of each pending action once known.

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10a. Yes No Have you ever been convicted of a felony or misdemeanor criminal offense? (other than scheduled traffic violations - a conviction of operating while intoxicated [OWI] is **NOT** a scheduled traffic violation and **MUST** be disclosed) A "conviction" includes a guilty plea, a deferred judgment prior to discharge, and a finding of guilt by a judge or jury. If yes, attach a complete and detailed explanation of each conviction including the date of conviction, the name and location of the court, the nature of each charge (for example: felony, aggravated misdemeanor, etc.), the sentence imposed, and whether you have satisfied all terms of the sentence. **ALL** convictions must be disclosed regardless of the date when entered or whether the criminal record has been expunged.

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10b. Yes No Are there criminal charges now pending against you? (other than scheduled traffic violations) If yes, attach a complete and detailed explanation of each charge including the date of arrest or charge, the arresting agency, the nature of each charge, the type of each charge (for example: felony, aggravated misdemeanor, etc.) and the name and location of the court. You will need to supplement this answer to provide the disposition of each pending charge once known.

11. List all states in which you are **now licensed** or **have ever been licensed** as a real estate broker, salesperson, or apprentice salesperson (include Iowa). List the state, type of license and dates. *(Attach additional sheets if necessary.)*

12. List **all** places where you were employed or engaged in any type of business for a period of 60 days or more including dates. Please account for the past 5 years. *(Attach additional sheets if necessary.)*

13. **NON-RESIDENT CERTIFICATION**  
**I HEREBY APPOINT** the Chairperson of the Iowa Real Estate Commission as my agent in the State of Iowa upon whom process of pleadings may be served for and on my behalf as registered agent within the meaning of Chapter 543B.23, Code of Iowa. Such appointment shall be deemed to be and is irrevocable.

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature

14. STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

**BROKER MUST SIGN AND ACKNOWLEDGE THIS AFFIDAVIT**

**I HEREBY RECOMMEND** that a license be issued to the applicant and I certify that this applicant will be associated with this firm and as employing broker, I will accept responsibility for the applicant's activities as required by Iowa Code Chapter 543B and the rules of the Commission.

Broker's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Broker's Iowa License Number: B \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
Signature of Notary Public \_\_\_\_\_

15. STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

**APPLICANT MUST SIGN AND ACKNOWLEDGE THIS AFFIDAVIT**

**I HEREBY CERTIFY** that I have not violated the provisions of the license laws of any state other than violations revealed in this application. I **FURTHER CERTIFY** that I have reviewed and am familiar with and will be bound by the Iowa license law and rules of the Commission, and that I personally completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
Signature of Notary Public \_\_\_\_\_

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**PAYMENT INFORMATION**

*(This page will be destroyed after processing.)*

\_\_\_ Check made payable to: State of Iowa

SALESPERSON: \$125

BROKER: \$170

\_\_\_ VISA , MASTERCARD or DISCOVER (Circle One)

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Expiration (Month/Year) \_\_\_\_/\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

**THE BELOW INFORMATION IS REQUIRED FOR PROCESSING.  
Your application will be returned unprocessed if not completed.**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_\_

\*Email address: \_\_\_\_\_

(E-mail addresses are no longer public information as of July 1, 2013.)

\*Required – will be used to send future courtesy renewal notices\*

Privacy Act Notice: Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 261.126(1), 252D.8(1), and 272J.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

Updated 5-7-14