Salesperson by exam:

- 60-hour course completion certificate – less than 1 year old

- 12-hour "Listing Practices" course completion certificate – less than 1 year old

- 12-hour "Buying Practices" course completion certificate – less than 1 year old

- 12-hour "Developing Professional & Ethical Practices" course completion certificate – less than 1 year old

- State portion of exam pass notice – valid until the last working day of the 6th month following the date of the exam

- National portion of exam pass notice – valid until the last working day of the 6th month following the date of the exam

- Proof of current E & O insurance for Iowa

- Have either already begun the criminal history background process or have a completed background with the Commission. (Backgrounds are valid for 210 calendar days.)

Salesperson by Rule 5.3:

- Copy of authorization letter from the Commission to take just the Iowa portion of exam

- State portion of exam pass notice - valid until the last working day of the 6th month following the date of the exam

- Proof of current E & O insurance for Iowa

- Have either already begun the criminal history background process or have a completed background with the Commission. (Backgrounds are valid for 210 calendar days.)

Salesperson by reciprocity:

- Original Certification of Licensure (License History) from the real estate commission of your resident state. The license history must be less than 6 months old. The only states Iowa has licensing reciprocity agreements with are: AR, GA, LA, MA, MN, MS, ND, and WV

- Proof of current E & O insurance for Iowa

- Have either already begun the criminal history background process or have a completed background with the Commission. (Backgrounds are valid for 210 calendar days.)

Broker by Exam: You must use the "Broker Conversion Application" instead.

Broker by Rule 5.3: If you already have an Iowa salesperson license do not use this application. You must use the "Broker Conversion Application" instead.

- Copy of authorization letter from the Commission to take the exams.

- State portion of exam pass notice - valid until the last working day of the 6th month following the date of the exam

- National portion of exam pass notice - valid until the last working day of the 6th month following the date of the exam

- Proof of current E & O insurance for Iowa

- Currently do not have an Iowa salesperson license.

- Have either already begun the criminal history background process or have a completed background with the Commission. (Backgrounds are valid for 210 calendar days.

If applying as an "officer" you must provide legal proof that you are a member, officer or partner of the company. That could be a copy of the articles of incorporation (or organization), certified copy of board meeting minutes where applicant was voted in to be an officer, etc.

If the company is not yet licensed in Iowa that firm application must also be submitted at the same time as the broker officer application is submitted.

Broker by reciprocity:

If you already have an Iowa salesperson license do not use this application. You must use the "Broker Conversion Application" instead.

- Original Certification of Licensure (License History) from the real estate commission of your resident state. The license history must be less than 6 months old. The only states Iowa has licensing reciprocity agreements with are: AR, GA, LA, MA, MN, MS, ND, and WV.

- Proof of current E & O insurance for Iowa

- Currently do not have an Iowa salesperson license.

- Have either already begun the criminal history background process or have a completed background with the Commission. (Backgrounds are valid for 210 calendar days.)

If applying as an "officer" you must provide legal proof that you are a member, officer or partner of the company. That could be a copy of the articles of incorporation (or organization), certified copy of board meeting minutes where applicant was voted in to be an officer, etc.

If the company is not yet licensed in Iowa that firm application must also be submitted at the same time as the broker officer application is submitted.