



# 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  
Email: greemail@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. 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.

- Attach a notarized **Lawful Presence Verification** form & a Secure and Verifiable Document as detailed on our web site.
- Include a non-refundable, license fee in the form of a **cashier's check or money order for \$170.00** 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
  - (4) Indicate whether or not any disciplinary actions have been imposed
- 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	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<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
<b>Residence Address:</b>	<input type="text"/>		
City:	<input type="text"/>	State:	<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"/>



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

## Section B License Information

### Select the License Type Requested:

(A)  **Salesperson**

(1) All Salespersons, *including reciprocal licensees*, are required to complete, or provide proof of completion of an approved **Salesperson Post License course** within the first year of licensure.

(2) Indicate status of license requested:

If Active, proceed to Section C

If Inactive, Proceed to Section D

Active

Inactive

(B)  **Broker**

(1) Indicate status of license requested:

If Active, proceed to # 2

If Inactive, Proceed to Section D

Active

Inactive

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

If Yes, proceed to # 4

If No, Proceed to # 3

YES

NO

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

If Yes, proceed to # 5

If No, Proceed to # 6

YES

NO

(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 (Community Association Manager)**

(1) Indicate status of license requested:

If Active, proceed to Section C

If Inactive, Proceed to Section D

Active

Inactive



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## 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:  Date:

Firm Name:  Firm License #:

Address:

City:  State:  Zip Code:  Firm Phone Number:

## Section D

### Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

(1) 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) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES  NO

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

- (a) you have been pardoned for the 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, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you are on parole or probation (*and the date it will end*)



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(2) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

(3) Have you ever been disciplined by 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  NO

**If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

(A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

- 1) an explanation of the circumstances surrounding the disciplinary action
- 2) whether you have made any required payment
- 3) whether you have completed all conditions of your disciplinary action
- 4) whether your license is currently suspended or revoked

## 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:

Date:

## Section F

## FLORIDA RESIDENTS ONLY

Any licensee who is a **resident** of the State of Florida and wishes to obtain a Georgia Salesperson or Broker license must take the supplement examination on Georgia Law and Practice in order to receive a Georgia license. Florida CAM licensees must take the Georgia CAM examination.

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 handbook will assist you in applying for the exam and provide other important information on becoming licensed in Georgia.

The exam fee is \$121.00 and is in addition to the cost of the license. The fee for a Georgia license is \$170.00 and it is issued for a term of four (4) years. You **MUST** purchase the new license at the AMP test center after passing the exam.