

## NMREC Qualifying Broker License Application

# NM Qualifying Broker License Application



January 1

# 2018

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This Application is for use by candidates applying for a New Mexico Qualifying Broker License. It contains all of the provisions of the most recent Rules of the NMREC regarding qualifications and prerequisites for submitting an application for Qualifying Broker level licensure in New Mexico.

**NM Regulation  
and Licensing  
Department**

# NMREC Qualifying Broker License Application

## NM Qualifying Broker License Application Instructions

*Incomplete Applications will not be accepted and will be returned.*

### **Section A: QUALIFYING BROKER CANDIDATE INFORMATION.**

**A1. Name Information.** Last Name, include suffix (i.e. Jr., Sr., III); First Name; Middle Initial. Please print or type.

**A2. Residential Mailing Address.** Home address. NM does not require that brokers reside or establish an office in the State.

**A3. Location Address.** Fill this out only if different than Item A2 of this Section.

**A4. E-mail Address.** Please use a permanent e-mail address that is not subject to change based upon employment or physical address.

**A5. Residential Phone Numbers.** This can include cell numbers.  
6. Social Security Number.

**A7. Date of birth.** MM/DD/YYYY.

**A8. NM Associate Broker License.** If applicable, please indicate your current New Mexico Associate Broker License Number that will be retired to the Commission and replaced with a new QB License Number, along with the date the Associate Broker License was issued.

A9. A Candidate may choose "inactive" status for their Qualifying Broker License in which the license will remain with the Commission until such time the licensee "activates" the QB Authority.

**Section B: QUALIFYING BROKER CANDIDATE PRE-REQUISITES.**  
Answer the individual elements 1 through 11.

**B1. Previous QB Status in New Mexico.** If the applicant is able to document that he/she was a Qualifying Broker before December 31, 2005, and that he/she has taken the Qualifying Broker Refresher Course in the current cycle as an Associate Broker, they may fill out Section D: Trade Name Registration without the prerequisites listed in the rest of Section B (Items 2 through 11).

**B2. QB Equivalent in another State.** If an applicant is currently licensed in another state or jurisdiction as a QB or QB Equivalent, and can document that status through a certified license history, they would qualify for QB licensure in NM without the prerequisites B6 through B11. Those who have attained QB equivalency in their current State/jurisdiction, should mark Sections B6 through B11 as N/A.

**B3. New Mexico Brokers Examination.** The Rules of the NMREC state that all candidates for a Qualifying Broker must have taken the NM Brokers Examination. This requirement especially pertains to persons who were originally licensed as "salespersons" prior to 2007 and were converted to Associate Brokers without having to take the test. In addition to the Educational Prerequisites established for QB Candidates, those

salespersons and licensed applicants from other states or jurisdictions who have secured a waiver of 60 of the 90 hours required to take the Examination must take the Broker Basics Course (30 classroom hours) and take the NM portion of the Broker Examination. If the candidate answers this question in the negative, they would have to complete the Broker Basics course before being eligible to take the Broker Examination .

**B4. Non-Supervisory Qualifying Broker Candidate.** A Broker who will not be supervising associate brokers or other qualifying brokers must document that they have had an active associate broker's license for 2 of the last 5 years immediately preceding their application to become a qualifying broker. This time requirement also applies to applicants from other states or jurisdictions that are currently licensed below the QB Equivalency of their state or jurisdiction and are seeking to upgrade to Qualifying Broker; or if licensed as a qualifying broker equivalent in such other state or jurisdiction, they have been licensed for less than 4 year minimum time requirement to supervise New Mexico associate brokers.

**B5. Supervisory Qualifying Broker Candidate.** A broker who will be supervising associate brokers and other qualifying brokers must document that they have had an active associate broker's license for 4 of the last 5 years immediately preceding their application to become a qualifying broker. Such candidates must also meet the other requirements for qualifying broker licensure detailed elsewhere in this application.

**B6. Education Prerequisite 1.** Candidates must be able to answer in the affirmative that they have taken the 30 hour Brokerage Office Administration Course and that they have passed the in-class instructor administered examination.

**B7. Education Prerequisite 2.** Candidates must be able to answer in the affirmative that they have taken the 8-hour Understanding and Using RANM Forms Course; or at least 8 hours of other Commission-approved contract courses.

**B8. Meeting Attendance.** Candidates must be able to document that they have attended and logged in by sign in sheet, a NM Real Estate Commission Meeting, NMREC Hearing, or NMREC Disciplinary Hearing within their most current active licensing cycle.

**B9. Upgrades from Other States.** Answering in the affirmative means the candidate is a licensed person from another state or jurisdiction with a salespersons license or less than a QB Equivalent license; and the candidate is wanting to apply for an upgrade using time as an active licensee and documented transactional experience in those states or jurisdictions in order to apply for a QB License in New Mexico. Those to whom this applies must be able to fully document their time through a certified license history from the applicable state or jurisdiction and document the equivalent of 100 transaction points as defined in the Rules of the NMREC. (See B10)

**B10. Transactional Experience.** The applicant must answer in the affirmative that they have documented on a commission approved transaction points spreadsheet, transactional

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experience totaling 100 points in their specialty or combination of specialties accomplished during each of the four years prior to the filing of the application for a NM QB License.

## **B11. Waiver of 30 Transactional Points due to Regional Economic Hardship.**

**B12. Supervisory QB Affidavit.** (for Supervisory QB License Applicants only.) This requires a signature by the applicant in the presence of a Notary Public. If Section B12 is not signed and attested by a Notary, there must be an attached page to this application containing the same language, signature and attestation. If the applicant does not comply with this requirement, the application will be considered incomplete.

**Section C. QB'S WORKING AS ASSOCIATE BROKERS.** THIS SECTION IS FOR QB CANDIDATES, WHO CHOOSE TO WORK IN THE CAPACITY OF ASSOCIATE BROKERS UNDER THE SUPERVISION OF ANOTHER QUALIFYING BROKER. THEY WOULD RETAIN QB AUTHORITY IN RESERVE OR ON INACTIVE STATUS. PLEASE FILL OUT THE NAME OF THE COMPANY, THE COMPANY'S TELEPHONE NUMBER, THE COMPANY'S LOCATION, THE COMPANY'S MAILING ADDRESS.

## **Section D. TRADE NAME REGISTRATION – FOR THOSE WHO WISH TO ESTABLISH THEIR OWN BROKERAGE**

**D1. Qualifying Broker (Candidate).** This is the name of the applicant for the QB License.

**D2. Corporation Name.** If a legal corporation is established and registered with the State of NM, this should be recorded here.

**D3. Trade Name / DBA.** This is a name under which the qualifying broker will be conducting their real estate brokerage business. Fill this section out ONLY if you intend to establish your own brokerage.

**D4. Business Location Address.** This is the physical office or mailing address, or post office box address used at the discretion of the applicant.

**D5. Virtual Offices.** This is the web link or URL for those brokerages that have virtual offices, or work from their homes. If there is ever any change in the URL or web link, the NMREC must be notified.

**D6. Mailing Address.** This may be a business Post Office Box or be the same address as the business physical location or home.

**D7. Phone Numbers. Or Fax numbers.**

**D8, D9, D10. Signature(s) of QB applicant, corporate signatures, partner(s) if applicable.**

**Section E. CANDIDATE/APPLICANT BACKGROUND AND CHARACTER ATTESTATIONS.** THIS SECTION MUST BE COMPLETED. NO QUESTION SHOULD REMAIN UNANSWERED OR THE APPLICATION WILL BE RETURNED. SEE SECTION E INSTRUCTIONS WITHIN THE APPLICATION FORM, BELOW

QUESTIONS 1 THROUGH 8. TWO AFFIDAVITS OF CHARACTER ARE REQUIRED. YOU CAN USE THE SIMPLE FORM INCLUDED AT THE END OF THIS SECTION WITHIN THE APPLICATION, OR YOU MAY SUBMIT CHARACTER REFERENCE LETTERS FROM TWO INDIVIDUALS WHO OWN PROPERTY IN THE COUNTY IN WHICH THE APPLICANT RESIDES OR DOES BUSINESS. IF THE APPLICANT IS A LICENSEE IN ANOTHER STATE, THEY MAY SUBMIT CHARACTER REFERENCES FROM THEIR AREA. THEY NEED NOT BE NM RESIDENTS.

## Section F. CONSENTS

**F1. Consent to Lawsuits.** This consent is for applicants with out-of-state addresses for either their businesses or their residency. Lack of signature by an applicable candidate renders the Application for License incomplete and it would be returned.

**F2. Consent to Examine and Audit Trust, Trustee and/or Escrow Accounts.** This consent must be signed by all applicants. Lack of a signature by the candidate renders the Application for the License incomplete and it would be returned.

**Section G. FINAL AFFIDAVIT AND APPLICANT SIGNATURE.** THIS MUST BE SIGNED AND DATED.

## ADDITIONAL MATERIAL

**Page 7. New Mexico Real Estate Commission Broker Fingerprinting Program Description.** This describes the fingerprinting process used by the NM RE Commission and notes the NMREC identifier number to be used to register with the electronic fingerprinting vendor, 3M Cogent. The identifier number is: NM920263Z.

**Page 8. Fingerprint Certification Form.** This form must be completed by the private company or law enforcement agency taking the applicant's fingerprints.

NMREC uses live scan fingerprints provided by its contractor Cogent 3M at their live scan outlets in New Mexico. The Cogent Live Scan Center would keep a copy of the Fingerprint Certification Form and provide the applicant with a copy to include in the License Application. (See above information sheet, application page 7)

Non Live Scan Fingerprints: Applicants who are not near live scan centers must (1) acquire 2 FBI rated fingerprint cards; and, (2) take them to the nearest law enforcement office which would do the imprinting. The law enforcement agency or private company official who administers the fingerprinting would fill out and sign this certification. Two (2) copies should be provided to the applicant, one of which will be mailed by the applicant to: 3M Gemalto Cogent, New Mexico CardScan, 639 N Rosemead Blvd., Pasadena, CA 91107. The second copy should be submitted as a part of the application.

**Page 9. Check List of Additional Information to Append the Application.** This check list summarizes the additional forms, that must accompany the license application, including affidavits, course completion certificates, Errors and Omission Insurance certificate, and brokers exam score reports.

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<b>Section A: QUALIFYING BROKER CANDIDATE INFORMATION</b>		
1. Last Name (include suffix: i.e., Jr., Sr., III)	First Name	Middle Name or Initial
2. Residential Mailing Address, City, State, ZIP Code		
3. Location Address, City, State, ZIP Code (if different than residential mailing address - do not use P.O. Box; attach map if needed)		
4. E-mail Address - *please use an email address that will not change based upon employment changes		
5. Residential Phone (including area code)	6. Social Security Number	7. Date of Birth (MM/DD/YYYY)
8. NM Associate Broker License Number (if applicable)	License #:	Date Issued:
9. INACTIVE LICENSE OPTION: <input type="checkbox"/> Yes <input type="checkbox"/> No Upon the issuance of the license, I choose to be in "inactive" status and the Commission will retain my license until such time that I activate my QB license. <b>Those QB Candidates opting for the inactive status option, please leave Sections C and D Blank.</b>		
<b>Section B: Qualifying Broker Candidate PRE-REQUISITES</b>		<b>You Must Respond by Checking 1 of 3 Options! Leave None Blank!</b>
1. <b>Previous QB Status in NM:</b> I am a NM Broker and can document that I was a Qualifying Broker on or before December 31, 2005 and am not subject to pre-requisites 3 through 10 below. I have taken the Qualifying Broker Refresher Course and apply to regain QB status by submitting a trade name registration form and appropriate fee with this application.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. <b>QB Equivalency in another State:</b> I am currently licensed in another State, (Province or jurisdiction) as an equivalent to a Qualifying Broker and <u>am submitting with this application, a Certified License History documenting that status.</u> As such I understand that I am not required to attest in the affirmative to the following pre-requisites 6 through 11 listed below, and hereby apply for the Qualifying Broker License as an equivalent status to that which I currently have from the other jurisdiction.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. <b>New Mexico Brokers Examination:</b> As a Candidate, I have taken and passed the New Mexico Broker Examination <i>*Those originally licensed prior to 2007 as "salespersons" in New Mexico, must first take the prelicensure Broker Basics Course and subsequently take the state portion of the Broker Examination and pass with a satisfactory score. And attach results to this application. Note: NM Associate Brokers who were licensed after 2007 would have taken the Brokers Exam to be licensed and would answer yes.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. <b>Non-Supervisory Qualifying Broker Candidate:</b> I am a Non-Supervisory Qualifying Broker Candidate and as such, have been <ul style="list-style-type: none"> <li>• an active associate broker for at least 2 of the last five years preceding the date of application;</li> <li>• or have been a QB Equivalent in another jurisdiction for less than 2 of the last 5 years.</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>IF YOU ANSWERED "YES" TO THIS, SKIP #5 BELOW. DO NOT ANSWER BOTH IN THE AFFIRMATIVE.</b>
5. <b>Supervisory Qualifying Broker Candidate:</b> I am a Supervisory Qualifying Broker Candidate and as such, have been <ul style="list-style-type: none"> <li>• an active associate broker for at least 4 of the last five years preceding the date of application;</li> <li>• or have been a QB Equivalent for at least 4 of the last 5 years in another jurisdiction.</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>ANSWER THIS ONLY IF YOU ANSWER "NO" TO #4 ABOVE. DO NOT ANSWER BOTH #4 AND #5 IN THE AFFIRMATIVE.</b>
6. <b>Education Prerequisite 1.</b> As a Candidate, I have completed the 30 hour <u>Brokerage Office Administration Course</u> , and have attached proof of completion.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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<b>7. Education Prerequisite 2.</b> As a Candidate, I have completed the 8-hour <u>Understanding and Using RANM Forms Course</u> ; or at least 8 hours of another Commission approved contract course. I have attached proof.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																								
<b>8. Meeting Attendance.</b> I have attended at least one New Mexico Real Estate Commission meeting, rule hearing, or disciplinary hearing during my current licensing cycle.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Event: _____ Date: _____																								
<b>9. Upgrades from other States (ONLY).</b> I am licensed in another State (province, or jurisdiction) as the equivalent of a New Mexico associate broker <ul style="list-style-type: none"> <li>• but less than a Qualifying Broker equivalency level,</li> <li>• have at least 2 years of active licensure during the last five years [if applying for non-supervisory QB]</li> <li>• or four years' of active licensure during the last five years [if applying for a Supervisory QB]; and</li> <li>• I have documented my tenure in writing from my Qualifying Broker or the State's applicable equivalent to a Qualifying Broker.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																								
<b>10. Documentation of Transactional Experience.</b> I have documented qualifying transactional experience totaling 100 points with one transaction accomplished during each of the last four years prior to filing this application, and have provided with this application a Commission approved transactional spreadsheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																								
<b>11. Limited Waiver of 30 Transactional Points:</b> I am applying for a waiver of up to 30 Transactional Points because the market, lack of property types, health issues or <i>force majeure</i> . This request will delay final processing of the application until such time as the NM Real Estate Commission can meet and consider the request for waiver.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																								
<b>12. Documentation of Tenure - Years' Experience - <i>This section must be filled out by an existing NM Qualifying Broker or Qualifying Broker Equivalent (in another jurisdiction) who supervises or has/have supervised the Candidate.</i></b> The Supervisory QB or the chain of QBs who have supervised the applicant must attest to the period of time in which they worked under their Qualifying Broker authority(s). <p style="color: red; margin-top: 10px;"><i>[This section does not apply to QB Applicants with QB Equivalent credentials in other states or jurisdictions; or to those who can document achievement of New Mexico Qualifying Broker status on or before December 31, 2005.]</i></p> <p><input type="checkbox"/> <b>(Check If Applicable)</b> Qualifying Broker(s) (QB) Certifying Statement(s): I / (we) certify that the licensed person named on this application, and who is an applicant for a Qualifying Broker license, has been affiliated with my Brokerage as a licensed real estate qualifying broker or associate broker and has performed actively during the period indicated beside my signature.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%; text-align: left;">Qualifying Broker Name</th> <th style="width: 10%; text-align: center;">From</th> <th style="width: 10%; text-align: center;">To</th> <th style="width: 50%; text-align: left;">Qualifying Broker Signature</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>		Qualifying Broker Name	From	To	Qualifying Broker Signature	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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13. Supervisory QB Affidavit: **[for Supervisory Qualifying Broker Licensure (only). Applicants may attach a separate page to this application containing the exact same acknowledgement language with applicant signature and Notary attestation. IF YOU ARE APPLYING FOR NON-SUPERVISORY QB LICENSURE, DO NOT FILL OUT THIS SECTION.]**

(Check One)  I choose to use the acknowledgement form below.  A separate affidavit is attached to this application.

I hereby acknowledge all of the responsibilities of a New Mexico Qualifying Broker, including the direct supervision of all brokers affiliated with my license and acknowledge that supervision as defined by the Rules of the Real Estate Commission are as follows:

- A. The Qualifying Broker reviews and maintains all records and documents required for real estate related matters processed by personnel supervised by the Qualifying Broker
- B. The Qualifying Broker provides or promotes appropriate training of all brokers and staff affiliated with the qualifying broker for compliance with the Real Estate License Law and Commission Rules.
- C. The Qualifying Broker supervises advertising of real estate or real estate services conducted on behalf of others by anyone affiliated with the qualifying broker.
- D. The Qualifying Broker executes and maintains current written employment agreements or independent contractor agreements with associate brokers affiliated with the qualifying broker.

Signature of Qualifying Broker Candidate

Printed Name of Qualifying Broker Candidate

X

State of New Mexico

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_ (date)  
by \_\_\_\_\_ (name(s) of individual(s)).

Signature of Notary

Stamp

Title of office

My commission expires:

**Section C.** For Qualifying Broker Candidates who choose to continue to work in the capacity of Associate Brokers under the Supervision of another Qualifying Broker, but retain QB Authority in reserve or inactive.

**[Skip this section and fill out Section D if the applicant wishes to establish their own brokerage; or If you have chosen to be "inactive status," skip this section.]**

Statement by PROSPECTIVE Qualifying Broker (not the applicant):

I, the undersigned, hereby request that the Applicant's newly issued Qualifying Broker license be mailed to my real estate brokerage firm. Although they will have Qualifying Broker authority, they have chosen to work under my supervision operating as an Associate Broker under a written independent contractor agreement or employment contract. If the Broker chooses to leave my brokerage, they may establish their own Trade Name or Transfer to another brokerage.

Name of Company: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Location \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Qualifying Broker

Printed Name of QB

License Number

Signature of Authorized Corporate Officer (if applicable)

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**Section D: Trade Name Registration:** For Supervisory and Non-Supervisory Qualifying Broker Candidates who are establishing Trade Name for Brokerage or Applicants who had documented QB Authority prior to December 31, 2005 and wish to establish a Trade Name.

**Applicants wishing to establish their own brokerage should fill out this section of the application. You must complete either Section C OR Section D, but not BOTH; or if you have chosen to be “inactive status,” skip this section.]**

1. QUALIFYING BROKER (Candidate) NAME: \_\_\_\_\_
2. CORPORATION NAME: (if applicable) \_\_\_\_\_
3. TRADE NAME/DBA: \_\_\_\_\_
4. BUSINESS LOCATION ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
5. MAILING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
6. VIRTUAL OFFICE ADDRESS - WEB URL: \_\_\_\_\_
7. BUSINESS EMAIL ADDRESS: \_\_\_\_\_
8. PHONE #: \_\_\_\_\_ PHONE #: \_\_\_\_\_ PHONE #: \_\_\_\_\_
9. SIGNATURE OF QUALIFYING BROKER (applicant) \_\_\_\_\_
10. AUTHORIZED CORPORATE SIGNATURE: (if applicable) \_\_\_\_\_
11. If applicable, PRINT NAME OF PARTNERS/OWNERS: \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_

## Section E: Attestation Pertaining to Candidate’s Background and Character

Complete this section of the application by answering “Yes” or “No” to all questions below.

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Have you ever had a complaint filed against you with a real estate licensing agency of this or any other state or jurisdiction? If you answered “Yes,” attach relevant documentation. <b><u>If you answer “yes,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered “Yes,” attach relevant documents. <b><u>If you answer “yes,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Have you been convicted in any court of competent jurisdiction in New Mexico or elsewhere of a felony or any offense involving moral turpitude? <b><u>If you answer “yes,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Are you now, or have you at any time during the past five years been named as a defendant in any lawsuits pertaining to any real estate transaction? If you answered “Yes,” attach relevant documentation. <b><u>If you answer “yes,” see Section E Instructions below.</u></b>

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<b>Fingerprint Certification</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. I have included a Fingerprint Certification Form completed by a private fingerprinting services provider or a public or law enforcement agency. <b><u>If you answer “no,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. I am currently licensed in one or more jurisdictions other than New Mexico, and have attached the appropriate certified license history(s) from the jurisdiction(s). <b><u>If you answer “no,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. I have errors and omissions insurance coverage meeting the requirements of Part 5 of the Real Estate Commission Rules and have attached a Certificate of Insurance to this application. <b><u>If you answer “no,” see Section E Instructions below.</u></b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. I am a legal resident of the United States. <b><u>If you answered “No”, you are not eligible for licensure. You must be a legal resident of the United States to qualify for a real estate broker’s license.</u></b>

## Section E Subsequent Instructions

**If you answered “Yes” to Items 1, 2, 3, or 4 of Section E of this application, Use the following Instruction to prepare supporting documentation that should accompany this application.**

1. Prepare and send a written account explaining the details of the complaint and its resolution.
2. Provide a letter from the licensing agency detailing the events that caused action to be taken against your license, the final resolution of the matter, and the current status of your license.
3. Provide the following documentation:
  - a. A copy of the judgment and sentence.
  - b. A written account of your part in the alleged offense and its current status.
  - c. If applicable, a letter from your parole officer detailing your degree of rehabilitation.
4. Submit the following documentation:
  - a. Copies of all relevant civil complaints in which you have been named as a defendant.
  - b. Copies of the final dispositions of subject lawsuits (if available), or a written explanation of the current status of complaint(s) against you.
5. See the fingerprinting instruction sheet and Fingerprint Certification Form on Pages 7 and 8 of this application form.

**If you answered “No” to questions 6 or 7 of Section E, follow the Instructions listed below.**

6. Request from the state(s)/jurisdiction(s) (other than New Mexico) in which you currently or previously practiced, a certified license history which is to be included with your New Mexico Real Estate Broker License Application packet.
7. All active real estate Associate Brokers and Qualifying Brokers are required to have errors and omissions insurance meeting the requirements of **Part 5 of the Real Estate Commission Rules**. Insurance may be obtained through the Commission’s contract insurance carrier, Rice Insurance Services, or another insurance carrier. Enrollment forms and other information may be obtained from the Commission office, the Commission Web site at [www.rld.state.nm.us/boards/real\\_estate\\_commission.aspx](http://www.rld.state.nm.us/boards/real_estate_commission.aspx) or from Rice Insurance Services at 800.637.7319.

### Two Affidavits of Character Required

**AFFIDAVIT OF CHARACTER:** You must have an Affidavit of Character completed by two individuals *or* include character reference letters from two individuals who own property in the county in which you reside or do business. You can use the templates below (page 6) or separate affidavits mirroring the template. **These must accompany this application for licensure.**



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## Affidavit of Character

By signing an affidavit of character, I (Signatory) affirm to the best of my knowledge and belief that the individual named on this form is of good moral character and is honest and trustworthy. I (Signatory) further certify that I am a property owner in the county of residence or place of business of the individual named herein.

Affidavit of Character #1	Affidavit of Character #2
_____ Name (Print)	_____ Name (Print)
X	X
_____ Name (Signature)	_____ Name (Signature)
_____ Street Address	_____ Street Address
_____ City	_____ City
_____ State	_____ State
_____ Zip	_____ Zip

## Section F: Consents

### 1. CONSENT TO LAWSUITS

I do hereby irrevocably consent that lawsuits and actions may be commenced against me in the proper courts of the State of New Mexico.

X

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### 2. CONSENT TO EXAMINE AND AUDIT TRUST, TRUSTEE OR ESCROW ACCOUNTS

I, \_\_\_\_\_, being a licensed New Mexico real estate qualifying broker or qualifying broker applicant, hereby authorize the New Mexico Real Estate Commission or its authorized representative to examine and audit the trust, trustee, or escrow account maintained by me, and further authorize any bank or recognized depository to permit such examination and audit. This consent and authorization is made personally and/or corporately.

X

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Section G: FINAL AFFIDAVIT AND APPLICANT SIGNATURE

**AFFIDAVIT:** I hereby certify that all of the information contained in this completed form is true and correct to the best of my knowledge and belief. *Do not sign until you have completed this License Application Form in its entirety.*

X

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Caution: Sections F and G must not be left blank and must contain original signatures. Failure to sign any of these consents or the final affidavit will result in the application being returned to the candidate.**

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## New Mexico Real Estate Commission Broker Fingerprinting Program

The New Mexico Department of Public Safety (DPS) uses an electronic Live Scan system of licensee fingerprinting and no longer accepts hardcopy fingerprint cards unless you are a broker who resides outside the State of New Mexico. For out of state brokers and those who do not have access to live-scan, fingerprint cards are no longer supplied by the NMREC. Cards may be acquired from any local or state law enforcement jurisdiction.

Prior to being fingerprinted at one of the approved Live Scan sites (statewide site list attached), licensees are required to register on the vendor web site at <https://www.aps.gemalto.com>. Licensees need the New Mexico Real Estate Commission identifier number, which is **NM9202632**, to register. Licensees may also register by phone at 1-877-996-6277.

Licensees may pay the \$44.00 fingerprint processing fee on line on the <https://www.aps.gemalto.com> website using a credit or debit card at the time of registration, or pay the fee by money order or cashier's check at the Live Scan site at the time of fingerprinting. No cash or personal checks are accepted.

Licensees should ask the Live Scan vendor to complete the Fingerprint Certification Form that is enclosed in the application and renewal packets as licensees will need to submit that form to the Commission along with their application or renewal form. The registration receipt provided by Cogent at the time of online registration is also an acceptable form of documentation to submit with licensure paperwork.

Licensees outside New Mexico who do not have access to an approved Live Scan vendor may submit hardcopy fingerprint cards and payment to 3M Cogent at the following address. The Commission does not provide hardcopy fingerprint cards.

*3M Gemalto Cogent, New Mexico CardScan*

*639 N Rosemead Blvd.*

*Pasadena, CA 91107*

*Please feel free to contact a Real Estate Commission Investigator at (505) 222-9881 if you have any questions.*

**Livescan** Cogent Gemalto Fingerprint Locations (Click on **Fingerprint Location Map** on the Cogent website for details). [Click here also for locations.](#)

# NMREC Qualifying Broker License Application

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## Fingerprint Certification Form

**New Mexico Real Estate Commission  
5500 San Antonio Drive NE  
Albuquerque, NM 87109  
Telephone (505) 222-9820**

This form must be completed by the Live Scan fingerprint vendor, law enforcement agency, or other provider taking the applicant's fingerprints. A copy of the form should be retained by the applicant and mailed or delivered to the New Mexico Real Estate Commission at the above address along with the applicant's application for initial licensure or license renewal application.

The undersigned certifies that they are a representative of:

\_\_\_\_ law enforcement agency

\_\_\_\_\_ Agency Name

\_\_\_\_ private company

\_\_\_\_\_ Company Name

I certify that I took the fingerprints of (applicant)

\_\_\_\_\_ Full Legal Name Clearly Printed

Applicant Social Security Number: \_\_\_\_\_

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

I further certify that the applicant presented appropriate documentation of their identity at the time of fingerprinting.

\_\_\_\_\_  
Signature of Fingerprinting Official

\_\_\_\_\_  
Printed Name of Fingerprinting Official

\_\_\_\_\_  
Phone Number of Fingerprinting Official

\_\_\_\_\_  
Cogent Gemalto ID NM Registration Number

# NMREC Qualifying Broker License Application

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## Check List of ADDITIONAL INFORMATION REQUIRED (For Applicant's Use Only)

- (If applicable) I have attached an original certificate of license history from the jurisdiction(s) in which I am currently or was previously licensed.
- I have attached Completion Certificates for the following Prerequisite Courses
  - Brokerage Office Administration
  - Understanding and Using RANM Forms; or at least 8 hours of other Commission approved contract courses.
- I have attached a copy of a Transactional Point Data Sheet signed by my current Qualifying Broker and other Qualifying Broker(s) showing I have attained 100 Transactional Points with at least one transaction in each of the four years immediately preceding my application.
- (If applicable) I have attached a formal signed request for a limited waiver of 30 transaction points because of size of market, lack of property types, health issues, or force majeure. Submitting the request for waiver will delay the final processing of the application until such time the Commission can consider the request for waiver.
- (If applicable) I was previously licensed as a salesperson in NM and attach an original PSI exam score report.
- I have attached a certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico's Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at <http://www.risceo.com>. Please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at [www.rld.state.nm.us//boards/Real\\_Estate\\_Commission.aspx](http://www.rld.state.nm.us//boards/Real_Estate_Commission.aspx) , Law and Rules, for E&O coverage requirements.
- I have attached the completed Fingerprint Certification Form on page 8 of this application.
- If you are already a NM licensee who is upgrading, no fee is required.
- (If applicable - out of state licensees applying for NM Licensure as a QB) I have enclosed the \$270 fee for a three-year license. The NM Real Estate Commission no longer accepts credit cards and does not accept cash. Please submit a cashier's or personal check payable to The New Mexico Real Estate Commission.