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| NM Qualifying Broker License Application | January 12018 |
| 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. This is extremely important. Please use a permanent e-mail that is not subject to change based upon employment or physical locational changes.**

**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.**

**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 portion of the NM Brokers Examination. This requirement especially pertains to persons who were originally licensed as “salespersons” prior to 2007 and were allowed to continue in the capacity of 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 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 first satisfy the necessary educational requirements in order to take the Broker Examination prior to application submittal. Please contact** **Thomas.baca@state.nm.us** **for questions.**

**B4. Non-Supervisory Qualifying Broker Candidate. Answering in the affirmative means the candidate meets the 2 years of the last 5 years’ time requirement. If a license is granted, the applicant would not be able to supervise Associate Brokers. Answering “no” would mean the candidate is not qualified because they have not met the non-supervisory QB two-year minimum time requirement as an active 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. Answering in the affirmative means that the candidate has been actively licensed for 4 of the last 5 consecutive years as an Associate Broker and provided they meet the other prerequisites, they qualify to establish brokerages wherein they supervise other Brokers and Associate Brokers.**

**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 another Commission-approved contract course.**

**B8. Meeting Attendance. Candidates must be able to answer in the affirmative that they have attended and logged in by sign in sheet, a NM Real Estate Commission Meeting, NMREC Public 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 quantify the equivalent of 100 points worth of transactions as defined in the Rules of the NMREC. (See B10)**

**B10. Transactional Experience. The applicant must answer in the affirmative that they have documented transactional 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 front 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 that the applicant selects and that has or will be registered with the State of NM, Secretary of State as an LLC, Corporation, or sole proprietor business interest. The candidate would receive the QB license, and their Trade Name Number under which to operate their brokerage. That Trade Name Number is concurrent with the QB License Number.**

**D4. Business Location Address. This is the physical office location. Place of business address.**

**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. 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 and provide the applicant with a copy to include in the License Application for submission. (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 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, affidavits, documentation such as course completion certificates, Errors and Omission Insurance certificate, test results if applicable etc.**

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| **Section A:** qualifying broker Candidate Information |
| 1. Last Name (include suffix: i.e., Jr., Sr., III) First Name Middle Name or Initial

 |
| 1. Residential Mailing Address, City, State, ZIP Code
 |
| 1. Location Address, City, State, ZIP Code (if different than residential mailing address – do not use P.O. Box; attach map if needed)
 |
| 1. E-mail Address - \*please use an email address that will not change based upon employment changes
 |
| 1. Residential Phone (including area code)
 | 1. Social Security Number
 | 1. Date of Birth (MM/DD/YYYY)
 |
| 1. NM Associate Broker License Number (if applicable)
 | License #:  | Date Issued: |
|  |  |
| **Section B: Qualifying Broker Candidate PRE-REQUISITES**  |  |
| 1. **Previous QB Status in NM:** 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.
 |  Yes No |
| 1. **QB Equivalency in another State:** I am currently licensed in another State, (Province or jurisdiction) as an equivalent to a Qualifying Broker and am submitting with this application, a Certified License History documenting that status. 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.
 |  Yes No |
| 1. **New Mexico Brokers Examination:** As a Candidate, I have taken and passed the New Mexico Broker Examination \**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.*
 |  Yes No  |
| 1. **Non-Supervisory Qualifying Broker Candidate:** I am a Non-Supervisory Qualifying Broker Candidate and as such, have been an active associate broker for at least 2 of the last five years preceding the date of application; or am a QB Equivalent in another jurisdiction for less than 2 of the last 5 years and am applying for QB licensure seeking to work for an existing NM Qualifying Broker as an Associate Broker under an independent contractor agreement; or to establish my own brokerage without Associate Brokers under my supervision.
 |  Yes No  |
| 1. **Supervisory Qualifying Broker Candidate:** I am a Supervisory Qualifying Broker Candidate and as such, have been an active associate broker for at least 4 of the last five years preceding the date of application; or have been a QB Equivalent for at least 4 of the last 5 years in another jurisdiction and am applying for QB supervisory licensure seeking to establish my own NM Brokerage with supervisory authority; or keep my supervisory QB in reserve and work as an Associate Broker for another Qualifying Broker under an independent contractor agreement.
 |  Yes No  |
| 1. **Education Prerequisite 1**. As a Candidate, I have completed the 30 hour Brokerage Office Administration Course and have passed the in-class instructor administered examination.
 |  Yes No N/A |
| 1. **Education Prerequisite 2.** As a Candidate, I have completed the 8-hour Understanding and Using RANM Forms Course; or at least 8 hours of another Commission approved contract course.
 |  Yes No N/A  |
| 1. **Meeting Attendance.** I have attended at least one New Mexico Real Estate Commission meeting, public hearing, or disciplinary hearing the current or most recent licensing cycle.
 |  Yes No N/A |
| 1. **Upgrades from other States.** I am licensed in another State (province, or jurisdiction) at less than a Qualifying Broker equivalency level, have four years’ experience as the equivalent of an associate broker during the 60-month period immediately preceding the filing of this application; and I have verified in writing from my Qualifying Broker or the State’s applicable equivalent to a Qualifying Broker.
 |  Yes No N/A |
| 1. **Transactional Experience.** I have documented qualifying transactional experience totaling 100 points with one transaction accomplished during each of the four years prior to filing this application. The Qualifying Broker supervising the candidate will attest in writing to the accomplishment of the point goals. The appropriate documentation (transactional point data sheets) signed by the QB candidate’s present Qualifying party, are submitted with this application.
 |  Yes No N/A |
| 1. **Waiver of 30 Transactional Points due to Regional Economic Hardship:** I am applying for a waiver of up to 30 Transactional Points because of regional economic hardship or distress or circumstances of *force majeure*. This request will delay final processing of the application until such time the NM Real Estate Commission can meet and consider the request for waiver.
 |  Yes No N/A |
| 1. **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.***

(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:1. The Qualifying Broker reviews and maintains all records and documents required for real estate related matters processed by personnel supervised by the Qualifying Broker
2. 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.
3. The Qualifying Broker supervises advertising of real estate or real estate services conducted on behalf of others by anyone affiliated with the qualifying broker.
4. 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 MexicoCounty 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:   |
|  |
| **Documentation of Tenure – Years’ Experience**** (If Applicable) Qualifying Broker (QB) Certifying Statement: 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. 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). *[This section does not apply to QB Applicants with QB Equivalent credentials in other states or jurisdictions; or who can document achievement of Qualifying Broker status on or before December 31, 2005.]*** **Qualifying Broker Name From To Qualifying Broker Signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section C.** For Qualifying Broker Candidates who choose to work in the capacity of Associate Brokers under the Supervision of another Qualifying Broker, but retain QB Authority in reserve or inactive:  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 anAssociate 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  *P*rinted Name of QB License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Authorized Corporate Officer (if applicable) |
|  |
| **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.1. QUALIFYING BROKER (Candidate)NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. CORPORATION NAME:\_(if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. TRADE NAME/DBA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. BUSINESS LOCATION ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. VIRTUAL OFFICE ADDRESS – WEB URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. BUSINESS EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. MAILING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SIGNATURE OF QUALIFYING BROKER (applicant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. AUTHORIZED CORPORATE SIGNATURE:\_(if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If applicable, PRINT NAME OF PARTNERS/OWNERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |
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| **Section E:** Attestation Pertaining to Candidate’s Background and CharacterComplete this section of the application by answering “Yes” or “No” to all questions below.   |
| **Yes 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. **If you answer “yes,” see Section E Instructions below.**
 |
| **Yes No** | 1. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered “Yes,” attach relevant documents. **If you answer “yes,” see Section E Instructions below.**
 |
| **Yes No** | 1. Have you been convicted in any court of competent jurisdiction in New Mexico or elsewhere of a felony or any offense involving moral turpitude? **If you answer “yes,” see Section E Instructions below.**
 |
| YesNo | 1. 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. **If you answer “yes,” see Section E Instructions below.**
 |
| **Fingerprint Certification** |  |
| YesNo | 1. I have included a Fingerprint Certification Form completed by a private fingerprinting services provider or a public or law enforcement agency.  **If you answer “no,” see Section E Instructions below.**
 |
| **Licensed in Another State** |  |
| Yes No N/A | 1. 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). **If you answer “no,” see Section E Instructions below.**
 |
| Yes No | 1. 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. **If you answer “no,” see Section E Instructions below.**
 |
| Yes No | 1. I am a legal resident of the United States**. 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.**
 |
| **Section E 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, including dates and locations and any subsequent reinstatement of your license.
3. Provide the following documentation:
	1. A copy of the judgment and sentence.
	2. A written account of your part in the alleged offense and its current status.
	3. If applicable, a letter from your parole officer detailing your degree of rehabilitation.
4. Submit the following documentation:
	1. Copies of all relevant civil complaints in which you have been named as a defendant.
	2. 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 6 and 7 of this application form*.*
 |
| **If you answered “No”** to questions 6 or 7 of Section E, follow the Instructions listed below.  |
| 1. 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 this information when you submit your New Mexico Real Estate Broker License Application packet
2. 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 (See page 6 for template)****AFFIDAVIT OF CHARACTER**: You must have an Affidavit of Character (section below) 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.**Affidavit of Character**In signing this application, I 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 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****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name (Print)X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip | **Affidavit of Character #2****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name (Print)X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip |

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| **Section F: Consents**1. CONSENT TO LAWSUITS (for applicants with out of state residents or brokerages licensed in NM)

If the address on this application is not within the State of New Mexico, by virtue of my signature below, 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 |
| 1. **CONSENT TO EXAMINE AND AUDIT TRUST, TRUSTEE OR ESCROW ACCOUNTS**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being a licensed New Mexico real estate broker or 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 |

**New Mexico Real Estate Commission**

**Broker Fingerprinting Program**

Since November 5, 2013, the New Mexico Department of Public Safety (DPS) converted to 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. New Mexico brokers use the Live Scan digital fingerprinting system. 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  **[www.cogentid.com](http://www.cogentid.com/).**  Licensees need the New Mexico Real Estate Commission identifier number, which is **NM920263Z**, 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 [**www.cogentid.com**](http://www.cogentid.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.

Because the fingerprints are being transmitted electronically, licensees using the Live Scan system no longer have to mail hardcopy fingerprint cards to DPS.  However, 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:

***3M 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**](https://www.cogentid.com/nm/index_NM.htm) Cogent Fingerprint Locations (Click on **Fingerprint Location Map** on the Cogent website for details).  [**Click here also for locations**](http://www.rld.state.nm.us/uploads/files/Fingerprint%20locations.docx).

**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 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 and provide the applicant with a copy to include in the License Application for submission. (See above information sheet, application page 6)

*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 Cogent, New Mexico CardScan, 639 N Rosemead Blvd., Pasadena, CA 91107. The second copy should be submitted as a part of the 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

**Check List of ADDITIONAL INFORMATION REQUIRED**

 (If applicable) I have attached an original certified certificate of license history from the jurisdiction(s) in which you are currently or were previously licensed.

 I have attached Completion Certificates for the following Prerequisite Courses

 Brokerage Office Administration Course

 Understanding and Using RANM Forms Course; or at least 8 hours of another Commission approved contract course.

 I have attached a copy of a Transactional Point Data Sheet signed by my current Qualifying Broker and other pertinent Qualifying Broker(s) showing I have attained 100 Transactional Points as regards my license specialty (Residential, Property Management, Commercial, and/or Vacant Land/ Farm/ Ranches.

 (If applicable) I have attached a formal signed request to the NM Real Estate commission to waive 30 points because of regional economic hardship reasons. 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 satisfactory PSI test results to the NM Broker Examination

 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](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 made out to New Mexico Real Estate Commission