

# Qualifying Broker Applicant Required Transactional Record of Experience

Documented qualifying transactional experience totaling 100 points, with at least one transaction accomplished during each of the four years prior to filing of the application. **These transactions are to be verified in writing by the applicant's qualifying broker.** Transactions involving property owned by the applicant do not count toward the required total. Points are awarded as follows and can be accumulated through any combination of the activities listed below.

- (a) Each sale or lease transaction is deemed to have two sides; one side working with the buyer/tenant and the other side working with the seller/owner. Both transaction sides receive points.
  - (b) In the event of transactions handled by teams comprised of more than one associate broker the qualifying broker shall monitor the transactions to determine which associate broker is deserving of earning the points allowed, or the division of the allowable points among team members.
  - (c) Real estate and property management transactions; total points available per transaction side:
1. Residential and Commercial Sales Transactions
    - Residential sales transactions: Five Points
    - Residential lot sale transactions: Three points
    - Residential lease transactions: Four points
    - Commercial improved property
      - Sale transactions: Eight points
    - Commercial unimproved lot
      - Sale transactions: Six points
    - Commercial lease transactions: Six points
  2. Property Management points are accumulated as follows: Points are awarded for each location for which the broker has direct responsibility. Direct responsibility means acting as an agent for the owner and is not just collecting rent. Property management points are accumulated as follows
  3. Residential Property Management: Each property receives three points, plus one point for each additional unit in that property to a maximum of 25 points per property per year. A unit is defined as a separate residence with its own postal address.
  4. Commercial Property Management: Each property receives four points, plus one point for each individual tenant space in that property to a maximum of 25 points per property per year. A space is defined as a commercial location that has its own postal address.
  5. Farm and Ranch/Vacant Land - For the purposes of this paragraph a farm or a ranch is defined as a property which is used for commercial agricultural purposes. Farm and Ranch points are awarded as follows:
    - a. Less than 100 acres, eight points.
    - b. 100 acres or more, ten points.
  6. Limited Waiver: A waiver may be granted by the Commission to an associate broker who can demonstrate that their particular circumstance, i.e. size of market, lack of property types, health issues, force majeure, make it very difficult to obtain 100 points. The Commission may waive up to 30 points and the transaction per year requirement. Written documentation and statements of proof shall be submitted with the application for waiver.