

Checklist for Transfer Applications

- Transfer Form** (entire form complete and signed by applicant and qualifying broker)
- Original License**
 - License Attached**
 - Qualifying Broker will mail it in**
 - License is Inactive**
- Copy of Errors and Omissions Insurance Policy**
- \$20.00 fee**

Checklist for Trade Name Registration Form

- Trade Name Registration Form**
(Entire form complete and signed by applicant)

- Original License**
 - License Attached**
 - Will be mailed in**
 - License is Inactive**

- Copy of Errors and Omissions Insurance Policy**

- \$20.00 fee**

Checklist for Renewal Application

- Renewal Form**
(Entire form must be complete and signed by applicant and qualifying broker and the 36 hours of continuing education courses must be listed on the back side of the form)
- Applicant Signature**
- Qualifying Broker Signature**
- Copy of Errors and Omissions Insurance Policy**
- Finger Print receipt**
- 36 cumulative hours of Continuing Education**

This must include:

- 12 cumulative hours of an annual NMREC Core Course (4 hours each calendar year during 3 year licensing cycle)**
- 4 hours of ethics**
- 4 hours of a designated “core elective.”**
- First renewals must have either New Broker Business Practices, or CCIM 101 Financial Analysis.**

For Qualifying Brokers Only:

- QB’s must have taken the Qualifying Broker Refresher (even if they have just recently obtained their QB authority.**

After January 1, 2018:

- 4 hour “core elective” must be in their respective real estate specialty (i.e. Residential, Commercial, Property Management, vacant land / ranches)**
- QB’s must have proof of attendance at a NMREC Meeting or Disciplinary Hearing**

- \$270.00 Fee**

Checklist for Associate Broker License Application

- Application**
 - All candidate information must be complete
 - All company information must be complete and the qualifying broker must sign the form or you must indicate that you are applying on “Inactive” status.
 - Questions #1 – 8 must be answered
 - Signature of applicant must be complete
 - Character reference boxes must be completed

 - Consent to Lawsuits and Consent to Examine and Audit must be signed

- Copy of Errors and Omissions Insurance Policy**
(not required if applying on “Inactive” status)

- Certificate of Completion for the 90-hours of Pre-Licensing course work**
 - Real Estate Law [or waiver letter for applicants who are licensed in other states]
 - Real Estate Practice [or waiver letter for applicants who are licensed in other states]
 - Broker Basics [never waived]

- Finger Print Certification Form or Receipt of payment from Cogent ID**

- Exam Pass Scores (Originals)**
 - State Pass Score
 - National Pass Score

- License History (Originals)**
(If you are licensed in another state you must provide a certified license history)

\$270.00 Application Fee

Checklist for Additional License Application

- Additional License Application Form**
- Copy of Errors & Omissions Insurance**
- Fee: Pro-rated based on current license. (call commission for fee)**
_____ **\$90.00** _____ **\$180.00** _____ **\$270.00**