



New Mexico Real Estate Commission Associate Broker License Application

January 1

2019

This Application is for use by candidates applying for a New Mexico Associate 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 Associate Broker level licensure in New Mexico.

**NM Regulation
and Licensing
Department**

New Mexico Real Estate Commission Associate Broker License Application

Section: Associate Broker License Information

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. **INACTIVE LICENSE OPTION:** Yes 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 transfer the license to an active supervisory Qualifying Broker. **Those opting for the inactive status option, please leave Section C Blank.**

Section B: Associate Broker Prerequisites

1. As an Associate Broker candidate I have taken the 90 hours of prelicensure education required in New Mexico and have attached completion certificates to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. As an Associate Broker candidate who is licensed in another state or jurisdiction, I have received a waiver of 60 of 90 hours of prelicensure education; and, have completed 30 hours of Broker Basics. I have attached the waiver letter, a certified license history from the state or jurisdiction within which I am currently licensed, and the Broker Basics Course completion certificate to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. As an Associate Broker candidate, I have taken the National portion of the broker examination and have attached the original PSI score sheet to this application. Note: applicants from other states or jurisdictions who have obtained a written waiver would not be required to take the national portion of the Broker Examination.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. As an Associate Broker candidate, I have taken the State portion of the NM Broker examination and have attached the original PSI score sheet to this application. This is required of all candidates.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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Section C: Statement by prospective New Mexico Licensed (supervisory*) qualifying broker. If you have opted to be "inactive status," mark yes in Section A, 8 above, and do not fill out this section.

I, the undersigned, am a Supervisory* Qualifying Broker, and hereby request that after issuance, the license for the new broker on this application, be mailed to my real estate brokerage firm for the person named on this application.

Name of Company: _____

Company Telephone Number: _____ Location Address: _____

Mailing Address: _____

City: _____ State _____

Zip: _____

Property Management- Will this Associate Broker be performing property management services for your brokerage? Yes No

Signature of Qualifying Broker (or signature of applicant applying as an individual broker)

Printed Name of Qualifying Broker

License Number

Signature of Authorized Corporate Officer (if applicable)

*Supervisory qualifying brokers are those that were licensed as Qualifying Brokers in New Mexico prior to January 1, 2018, and/or have met the 4 year experiential time frame for the issuance of a Qualifying Brokers License.

Section D: 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. <u>If you answer "yes," see Section D Instructions below.</u>
<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. <u>If you answer "yes," see Section D Instructions below.</u>
<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? <u>If you answer "yes," see Section D Instructions below.</u>
<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. <u>If you answer "yes," see Section D Instructions below.</u>
<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. <u>If you answer "no," see Section D Instructions below.</u>
<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). <u>If you answer "no," see Section D Instructions below.</u>

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<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. <u>If you answer "no," see Section D Instructions below.</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. 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 D 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:
 - 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 6 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 this information when you submit 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 or from Rice Insurance Services at 800.637.7319.

Two Affidavits of Character Required

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 Forms		
Name (Print) _____ X _____ Name (Signature) _____ Street Address _____ City _____ State _____ Zip _____	Name (Print) _____ X _____ Name (Signature) _____ Street Address _____ City _____ State _____ Zip _____	

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Section E: Consents

1. CONSENT TO LAWSUITS

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

2. 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 F: 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 E and F 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 **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 <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 Cogent Gemalto, 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 Fingerprint Locations (Click on **Fingerprint Location Map** on the Cogent website for details). [Click here also for locations.](#)

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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 ID NM Registration Number

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Check List of ADDITIONAL INFORMATION REQUIRED - For Applicant's use only

- (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 Prelicensing Courses and examination scores as applicable.
 - (If applicable) Real Estate Principals and Practice
 - (If applicable) Real Estate Law
 - Broker Basics
 - (If applicable) Copy of the Letter waiving 60 of 90 hours of prelicensing education and the national portion of the examination
 - (If applicable) National Examination: An **original** Passing examination results
 - NM Brokers Examination: an **original** Passing examination results
- 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 , Law and Rules, for E&O coverage requirements.
- I have attached the completed Fingerprint Certification Form on page 6 of this application.
- 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