



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
 7 Eagle Square, Concord, NH 03301-2412  
 Phone: 603-271-2152

**REAL ESTATE BROKER APPLICATION FORM**

**Application Fee \$110.00**

Principal Broker     Associate Broker     Managing Broker

**Part I. LICENSEE INFORMATION**

|   |                    |
|---|--------------------|
| <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. | SOCIAL SECURITY #: |
| LEGAL NAME  | DATE OF BIRTH      |
| MAILING ADDRESS   |                    |
| HOME PHONE  |                    |
| HOME ADDRESS  |                    |
| CELL PHONE  |                    |
| EMAIL ADDRESS   |                    |

**PART II. LICENSURE STATUS**

|                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Active   | Principal and Managing Brokers need a 25,000.00 Surety Bond           |
| <input type="checkbox"/> Inactive | Not required to answer fill out Part III or questions 9-11 in Part IV |

**PART III. EMPLOYMENT INFORMATION**

|   |                     |                |
|---|---------------------|----------------|
| FIRM NAME   | FIRM LICENSE NUMBER |                |
| ADDRESS   |                     |                |
| PHONE   | FAX                 | EMAIL          |
| BROKER NAME:  |                     | LICENSE NUMBER |
| If you are applying for a managing broker license, please list the business location of the Branch Office, and submit along with this application, an "amendment form" or "firm branch application form" completed by the principal broker assigning you as the designated managing broker. |                     |                |
| Address:  |                     | Phone:         |

| <b>PART IV. QUESTIONS</b> | <b>Include an explanation if "yes" to questions 1-6</b> | <b>YES</b> | <b>NO</b> |
|---------------------------|---|------------|-----------|
|---------------------------|---|------------|-----------|

|   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| 1. Including New Hampshire, have you ever been or are now registered or licensed to sell real estate? <small>If "yes", please attach a letter of explanation including date(s) registered or licensed</small>             |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been refused a real estate license or any other business license or had any such license suspended or revoked? <small>If "yes", please attach a letter of explanation including by whom and when</small> |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there any undischarged court judgments or liens against you at this time? <small>If "yes", attach a letter of explanation, including the amount and name of court or lien holder.</small>                          |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been through bankruptcy or insolvency or made a compromise with your creditors? <small>If "yes", please attach a letter of explanation including amount and name of court or lien holder.</small>        |  | <input type="checkbox"/> | <input type="checkbox"/> |

5. Have you ever been convicted of a felony or misdemeanor offense that has not been annulled by a court? If "yes", download an Arrest and Conviction Form from the Commission web site at <https://www.oplc.nh.gov/real-estate-commission/forms.htm>. You must also include a thorough explanation of the circumstances surrounding each incident

 

6. Have you ever been or are you now involved in any matters which may affect your good repute or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? If "yes", please attach a letter of explanation

 

7. Do you wish for your personal mailing address and email to be published as part of public record?

 

8. Do you understand and agree to abide by the provisions of NH RSA 331-A and Administrative Rules Rea 100-700

 

9. Will you be conducting real estate business under your own name?

 

10. Will you be conducting business as a real estate principal broker under a trade name in New Hampshire? If "yes" a Certificate from the New Hampshire Secretary of State, along with a completed NH Real Estate Commission "Trade Name Registration and Re-Registration Form", must be submitted with this application for broker's license. The form may be downloaded Form from the Commission web site at <https://www.oplc.nh.gov/real-estate-commission/forms.htm>.

 

11. Will you be operating a real estate business as a sole proprietorship, association, corporation, Limited liability Company or any other business association? Note: If not registered, you must first register your real estate firm with the NH Secretary of State. You must supply a copy of a Certificate issued by the Secretary of State to the Commission and a completed NH Real Estate Commission "Firm Application Form", along with this application for a Broker's license. The form may be downloaded Form from the Commission web site at <https://www.oplc.nh.gov/real-estate-commission/forms.htm>.

 

**The Following Statement Applies to Principal Broker applicants only:**

As a Principal Broker, Pursuant to RSA 331-A:13, V, I hereby give permission the New Hampshire Real Estate Commission to audit the escrow account or accounts. I attest that I have read the foregoing statement and affixed my signature below.

**\*THIS APPLICATION MUST BE COMPLETED IN FULL BEFORE THE PRINCIPAL BROKER AND CHARACTER WITNESSES SIGN. IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS #1-6, YOU MUST ATTACH A SHEET OF PAPER PROVIDING FULL DETAILS AND AN EXPLANATION.**

I have read and understand the state statutes 331-A and the administrative rules. I attest that the information contained in this form is true and correct to the best of my knowledge and belief and I further acknowledge that the provision of materially false information in the application knowingly provided is a basis for denial and if it is discovered after the license is issued, is a basis for disciplinary action by the board:

SIGN HERE

DATE:

Find us on-line at <https://www.oplc.nh.gov/real-estate-commission/index.htm>

Rev. 11/10/2021

**PART V. POWER OF ATTORNEY - All non-residents must complete the following power of attorney**

KNOWN TO ALL PERSONS PRESENT that the subscriber, desiring to conduct a real estate business in the State of New Hampshire in conformity with the laws thereof, hereby irrevocably constitutes and appoints the New Hampshire Real Estate Commission or its administrative head, for the time being, to be the subscriber's true and lawful attorneys in aforesaid state, in compliance with the provisions of Chapter 331-A New Hampshire Revised Statutes Annotated, as inserted by the Laws of 1959, Chapter 222, and any amendments thereto, upon whom all lawful processes in any action or proceeding against the subscriber may be served and said subscriber hereby stipulates and agrees that any lawful process which is served on said attorneys shall be of the same legal force and validity as if served personally within this State.

IN WITNESS WHEREOF, the undersigned has executed and subscribed to the Power-of-Attorney this

SIGN HERE

DATE:

**PART VI. MANAGING OR ASSOCIATE BROKER AFFILIATION FORM** -Applicants applying for an active license are required to have this section completed by a principal broker

Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate licensee, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will immediately notify the New Hampshire Real Estate Commission within 5 days, as required by RSA 331-A:17, IV.

To the best of my knowledge the applicant is of good moral character and is trustworthy.

Principal Broker Name \_\_\_\_\_

As it appears on your license

Last

First

Middle

Principal Broker Business Address : \_\_\_\_\_

Principal Broker Phone Number: \_\_\_\_\_

Principal Broker License Number: \_\_\_\_\_

Firm License Number where Licensee will be Employed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal Broker

\_\_\_\_\_  
Date

**PART VII. EMPLOYING BROKER'S VERIFICATION EXPERIENCE**

I hereby certify that \_\_\_\_\_ was employed by me as a real estate salesperson from \_\_\_\_\_ to \_\_\_\_\_. He/She worked full/part time and devoted an average \_\_\_\_\_ hours per week to his/her work. In my opinion his/her overall employment by me as a salesperson amounted to \_\_\_\_\_% of Full time employment per week, or the equivalent of \_\_\_\_\_ Years and \_\_\_\_\_ Months full time.

I \_\_\_\_\_ being duly sworn, state  
Last First Middle

that I have read the foregoing answer, statements and representations therein contained, and that each and all such answers, statements, and representations are true.

SIGN HERE \_\_\_\_\_

DATE: \_\_\_\_\_

Principal Broker License  
Number: \_\_\_\_\_

**PART VIII. AFFIDAVITS**

**AFFIDAVIT 1**

|   |          |
|---|----------|
| I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for. |          |
| Name:   | Address: |
| How long have you known the applicant?  |          |
| SIGN HERE   | DATE:    |

**AFFIDAVIT 2**

|   |          |
|---|----------|
| I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for. |          |
| Name:   | Address: |
| How long have you known the applicant?  |          |
| SIGN HERE   | DATE:    |

**AFFIDAVIT 3**

|   |          |
|---|----------|
| I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for. |          |
| Name:   | Address: |
| How long have you known the applicant?  |          |
| SIGN HERE   | DATE:    |



TRANSACTION 3

Broker Applicant's Name: \_\_\_\_\_  
As it will appear on your license Last First Middle

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

TRANSACTION 4

Broker Applicant's Name: \_\_\_\_\_  
As it will appear on your license Last First Middle

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

TRANSACTION 5

Broker Applicant's Name: \_\_\_\_\_  
As it will appear on your license Last First Middle

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

TRANSACTION 6

Broker Applicant's Name: \_\_\_\_\_  
As it will appear on your license Last First Middle

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

THIS SECTION TO BE COMPLETED BY THE APPLICANT'S PRINCIPAL BROKER

I, \_\_\_\_\_, hereby certify to the best of my knowledge that the information provided  
(Please Print)

on this form by \_\_\_\_\_ is accurate.  
(Applicants Name)

BROKER SIGNATURE: \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

## PART X. CHECKLIST - Return This Checklist with Your Application

\_\_\_\_\_  
Candidate Name

Before you mail your application to the Commission Office, please check the following items carefully. Your attention to these details will make it possible for the Commission Staff to process your application without delay.

Have you:

- Completed all sections thoroughly?
- Signed and dated the application?
- Included the correct fee with the check made payable to **Treasurer, State of NH**?
- Included your final ***original*** passing score sheet?
- Answered all questions in **Part IV** and if you answered “yes” to any questions 1-6 you included a thorough explanation to this application?
- Submitted to the department of safety, division of state police, a **notarized** criminal record release along with any required fee\_\_\_\_\_
- If you are a non-resident, did you complete, sign, and date Part V?
- If you are applying as a Principal or Managing Broker: Did you include your \$25,000.00 surety Bond?
- Did you include your proof of six transactions and include MLS sheets?
- I have read and understand the Administrative Rules of the Real Estate Commission.
- I have read and understand the state statute as it pertains to Real Estate Salespersons.
- Included this Checklist with your application?

Mail your completed application to: NHREC, 7 Eagle Square, Concord, NH 03301