



**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 SALESPERSON APPLICATION FORM**

**Application Fee \$90.00**

**Part I. LICENSEE INFORMATION**

MR.  MRS.  MS.

SOCIAL SECURITY #:

LEGAL NAME

DATE OF BIRTH

MAILING ADDRESS

HOME PHONE

HOME ADDRESS

CELL PHONE

EMAIL ADDRESS

**PART II. LICENSURE STATUS**

Active

Please fill out Section III

Inactive

Move to Section IV

**PART III. EMPLOYMENT INFORMATION**

FIRM NAME

FIRM LICENSE  
NUMBER

ADDRESS

PHONE

FAX

EMAIL

BROKER NAME:

LICENSE NUMBER

<b>PART IV. QUESTIONS</b>	Include an explanation if “yes” to questions 1-6	<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? <small>If “yes”, download an Arrest and Conviction Form from the Commission web site at <a href="https://www.oplc.nh.gov/real-estate-commission/forms.htm">https://www.oplc.nh.gov/real-estate-commission/forms.htm</a>. You must also include a thorough explanation of the circumstances surrounding each incident</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? <small>If “yes”, please attach a letter of explanation</small>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you wish for your personal mailing address and email to be published as part of public record?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8. Do you understand and agree to abide by the provisions of NH RSA 331-A and Administrative Rules Rea 100-700</b>  | <input type="checkbox"/> | <input type="checkbox"/> |

**\*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:

**PART V. SALESPERSON 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 Number where Licensee will be Employed: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**PART VI. 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 VII. 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:

## 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:

- Signed and dated the application?
- Included the correct fee with the check made payable to **Treasurer, State of NH** or completed the attached credit card sheet?
- Included your final ***original*** passing score sheet(s)?
- 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 VI?
- 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 all forms to: NH REC – 7 Eagle Square, Concord NH 03301