



## LICENSING CHECKLIST FOR: REAL ESTATE BROKER LICENSE

All the following items are required and must be completed in order to obtain the Broker License. If the application is not complete at the time of submission, **it will delay approval and could result in a denial**. Fees are nonrefundable and are due at the time of application submission.

**-Do not provide credit card information on this form-**  
Please call the Division to make a credit card payment.

If paying by check,  
mail check payment with application to :160 E. 300 S., 2nd Floor, SLC, UT  
84111 or PO Box 146711, SLC, UT 84114-6711  
Make checks payable to: Utah Division of Real Estate.

- Completed and signed original application issued by the testing center. For an Associate Broker, supervising broker must sign application.
- Signed, original school Candidate Education Certifying Document issued by the real estate School, (this document is only valid for one year and must be submitted within 90 days of passing exam) or valid education waiver issued by the Division of Real Estate.
- Signed responses to Qualifying Questionnaire issued at testing center and supporting documentation for any “yes” answers.
- Signed and notarized Broker Experience Documentation Form.
- Completed and signed Broker Transaction Log and/or Broker Property Management Log.  
*Each page must be signed.*
- Signed and notarized Broker Verification Form completed by each Broker with whom the applicant has affiliated within the five year period preceding the date of application, with a minimum of three years full-time, licensed, active real estate experience – *Forms must be submitted in a sealed envelope with the broker’s signature across the seal.*
- Candidate fingerprint receipt issued at testing center or two fingerprint cards (Blue FD-258) and signed Fingerprint Waiver issued at the testing center.
- Completed and signed Certification of Legal Presence form.
- Non-refundable fee of \$163.00.

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial**.

Signature of Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_