MONTANA STATE BOARD OF REALTY REGULATION
APPLICATION FOR WAIVER OF EXAM

Application is made for waiver of the examination requirement in granting a license based on licensure in another state as found in 37-1-304 MCA. You must hold a current license in another state to apply for a waiver. You must attach the Board approved completed activity forms or your application will be considered incomplete.

You must provide a license verification or a license history from every state where you hold or ever held a real estate license stating the type of license held, the licensed and whether any disciplinary action has ever been taken against your license.

Please type or print legibly.

NAME: _____

RESIDENCE: _____
STREET/P.O.BOX

_____
CITY STATE ZIP CODE

TELEPHONE_____
BUSINESS HOME

_____
CELL PHONE NUMBER EMAIL ADDRESS

CURRENT LICENSING INFORMAITON

List all jurisdictions where you currently hold a real estate license and provide the type of license held and dates. Attach additional sheets if necessary

CURRENT LICENSING JURISDICTION(S)_____

DATE RECEIVED: SALES LICENSE _____ BROKER LICENSE _____

DID YOU PASS A REQUIRED LICENSING EXAM? _____YES _____ NO

If no, how did you qualify for the license? _____

DATE RECEIVED: SALES LICENSE _____ BROKER LICENSE _____

DID YOU PASS A REQUIRED LICENSING EXAM? _____YES _____ NO

If no, how did you qualify for the license? _____

ARE YOU APPLYING FOR A MONTANA: SALES LICENSE _____ BROKER LICENSE _____

If you are applying for a Broker license and this waiver is denied would you accept a salesperson license? ____YES ____NO

HAS A PROFESSIONAL OR OCCUPATIONAL LICENSE EVER BEEN DENIED TO YOU? _____ YES _____ NO
If yes, attach full details, including where, when and circumstances.

CURRENT BUSINESS NAME_____

BUSINESS ADDRESS: _____
STREET/P.O. BOX

_____
CITY STATE ZIP CODE

WHAT IS THE HIGHEST LEVEL OF FORMAL EDUCATION YOU HAVE COMPLETED?

_____

JURISDICTION QUALIFICATIONS: This section is intended to determine the requirements of your licensing jurisdiction(s). In addition to providing the following information, you must provider a copy of any other requirements or criteria for licensing in each jurisdiction you currently hold a real estate license.

EDUCATION:

HIGH SCHOOL COMPLETION REQUIRED ____ YES ____ NO
If no, is there any required education level?

POST-SECONDARY EDUCATION REQUIRED? ____ YES ____ NO

If yes, what level of completion is required? _____

NUMBER OF HOURS OF PRE-LICENSING EDUCATION REQUIRED FOR LICENSING?

SALES _____ BROKER _____

JURISDICTION EXPERIENCE ACTIVITY:

DOES YOUR CURRENT LICENSING JURISDICTION(S) HAVE MINIMUM ACTIVITY REQUIREMENTS (listings and sales) TO QUALIFY FOR A BROKER LICENSE?

_____ YES _____ NO

IF YES, WHAT ARE THEY?_____

_____

DOES YOUR CURRENT LICENSING JURISDITION(S) REQUIRE OR ALLOW SUPERVISORY EXPERIENCE TO MEET ANY OR ALL OF THE MINIMUM ACITIVITY REQUIREMENTS?

_____YES _____NO

IF YES, WHAT ARE THEY?_____

_____

DOES YOUR CURRENT LICENSING JURISICTION(S) REQUIRE OR ALLOW EDUCATION IN LIEU OF MEETING ANY OR ALL OF THE MINIMUM ACTIVY REQUIREMENTS?

_____YES _____NO

IF YES, WHAT IS THE EDUCATION? _____

_____

PERSONAL LICENSED ACTIVITY:

This activity must be personally completed by the applicant while acting as a real estate licensee. Please refer to ARM 24.210.611 to determine acceptable license activity. You must report all licensed experience on the Board approved forms attached to this application.

ASSOCIATIONS & SOCIETIES:

LIST OTHER PROFESSIONAL OR OCCUPATIONAL LICENSES HELD:

_____

_____

LIST ALL MEMBERSHIPS IN PROFESSIONAL OR OCCUPATIONAL SOCIETIES OR ASSOCIATIONS:

_____

_____

_____ _____

SIGNATURE OF APPLICANT DATE

TRANSACTIONS: RESIDENTIAL – The following must be provided by the Supervising Broker. Make copies of this form as needed.
Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO QUALIFY FOR A BROKER LICENSE**
- ✓ **A MAXIMUM OF FIVE (5) RESIDENTIAL LEASES ARE ELIGIBLE TO BE COUNTED AS CLOSED TRANSACTIONS**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

1. BUYERS NAME 2. SELLERS NAME	PROPERTY ADDRESS	1. COMPANY/AGENT FOR BUYER 2. COMPANY/AGENT FOR SELLER	CLOSING DATE
1.		1.	
2.		2.	
1.		1.	
2.		2.	
1.		1.	
2.		2.	
1.		1.	
2.		2.	
1.		1.	
2.		2.	
1.		1.	
2.		2.	
1.		1.	
2.		2.	

Broker Signatures:_____ **Date:**_____

TRANSACTIONS: COMMERCIAL/AGRICULTURAL/FARM & RANCH – The following must be provided by the Supervising Broker. Make copies of this form as needed. Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **A MAXIMUM OF TWO (2) COMMERCIAL LEASES ARE ELIGIBLE TO BE COUNTED AS CLOSED TRANSACTIONS**
- ✓ **AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES TO QUALIFY**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO0 QUALIFY FOR A BROKER LICENSE**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

1. BUYERS NAME 2. SELLERS NAME	PROPERTY ADDRESS	1. SELLING AGENT 2. LISTING AGENT	CLOSING COMPANY	CLOSING DATE
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		

Broker Signature:_____ **Date:** _____

TRANSACTIONS: VACANT LAND – The following must be provided by the Supervising Broker. Make copies of this form as needed.
Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO QUALIFY FOR A BROKER LICENSE**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

1. BUYERS NAME 2. SELLERS NAME	PROPERTY ADDRESS	1. SELLING AGENT 2. LISTING AGENT	CLOSING COMPANY	CLOSING DATE
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		

Broker Signature:_____ Date:_____

EDUCATION POINTS:Must provide copy of diploma, transcripts or course completion certificates

- Three points for an associate degree in real estate;
- Three points for Certified Commercial Investment Member (CCIM) or Council of Real Estate Broker Managers (CRB);
- Five points for a bachelor degree or higher in business management;
- Five points for a bachelor degree or higher in real estate.
- Five points for a law degree.

SCHOOL	LOCATION	DEGREE	GRADUATION/COMPLETION DATE	POINTS (for office use)

Applicant Signature:_____Date:_____

SUPERVISION POINTS: Points are obtained through supervision of real estate activity for any broker who has supervised real estate activity a minimum of 36 months:

1. One point for each year of real estate brokerage supervisory experience, maximum of three points;

DATES	LOCATION/JURISDICTION	POINTS (FOR OFFICE USE)

SUPERVISION POINTS (CONTINUED)

2. One point for each licensed real estate full time equivalent (FTE) supervised within the last 36 months, maximum of ten points

LICENSE # OF SUPERVISED AGENT	DATES SUPERVISED	LOCATION	POINTS (FOR OFFICE USE)

Applicant Signature: _____ Date: _____

SUPERVISION POINTS (CONTINUED)

3. One point for every five transactions supervised in the last 36 months, maximum of 15 points.

TRANSACTION- 1.BUYER 2.SELLER	LICENSE # OF SUPERVISED AGENT	DATED CLOSED	POINTS (FOR OFFICE USE)
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			

Applicant Signature:_____Date:_____

EDUCATOR POINTS: Points are obtained by being an approved real estate educator in a jurisdiction;

- One point for each instructor day (minimum of six hours) within the past 36 months, maximum of ten points. Must provide proof of course approval number and instructor approval number

COURSE NAME & LOCATION	COURSE # INSTRUCTOR #	JURISDICATION APPROVED IN	DATE OF COURSE AND HOURS	POINTS (FOR OFFICE USE)

Applicant Signature: _____Date:_____