Montana Board of Realty Regulation
301 South Park Avenue 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-444-2961 FAX: 406-841-2323
E-MAIL: dlibdsrre@mt.gov WEBSITE: www.realestate.mt.gov

APPLICATION PROCEDURES FOR REAL ESTATE BROKER LICENSE

PLEASE ALLOW 10 TO 14 WORKING DAYS FOR PROCESSING AFTER RECEIPT OF ALL REQUIRED DOCUMENTATION

LICENSING REQUIREMENTS:

- Must be at least 18 years of age.
- Must provide evidence of graduation from an accredited high school or equivalent.
- Must have completed a Montana approved 60 hour pre-licensing education course within the last 18 months from a school and instructor approved by the Board.
- Must have passed the Montana Broker Real Estate Examination with a score of 80% on the uniform portion and 80% on the state portion within the last 12 months.
- Must have two years experience as a licensed salesperson.
- Must have completed the following required activity criteria within 3 years of the date of application:
  - Minimum of 30 residential real estate transactions; or
  - Minimum of 10 commercial, agricultural or farm & ranch real estate transactions.
  - One point for each year of real estate brokerage supervisory experience-maximum of 3 points
  - One point for each licensed real estate full time equivalent (FTE) supervised within the last 36 months, maximum of 10 points
  - One point for every five transactions supervised in the last 36 months, maximum of 15 points
  - One point for each instructor day (maximum of six hour) within the last 36 months, maximum of ten points.

FEES FOR LICENSURE (Check each that apply)

- ❑ $135.00 (new applications)
- ❑ $100.00 If currently a licensed salesperson in Montana

Make check or money order payable to the Montana Board of Realty Regulation
DO NOT SEND CASH

APPLICATION PROCEDURES AND SUPPORTING DOCUMENTS: The following information and/or documentation are required. **A license will not be issued until all materials are received and approved**.

1. Completed application form and fees.
2. Completed activity sheet(s). The activity sheets supplied by the board must be used. Additional copies can be made as needed. No other form or computer printout will be accepted.
3. A copy of a high school diploma, transcript, G.E.D. certificate, or college diploma or transcript or military discharge papers.
4. Proof of 60 hours of approved real estate broker pre-licensing education taken within the last 18 months. Submit a copy of the completion certificate.
5. Proof of passing the AMP Broker exam. Submit copy of exam results taken within the last 12 months.
6. A license history from any licensing jurisdiction in which a current real estate license is or has been previously issued.
7. A 2x2 photo attached to the application form in the space provided. The AMP exam photo is acceptable.

For Office Use Only
License #_____
Date Issued:_____

Applicant must attach a photograph of himself / herself. The photograph must have been taken within the last year.

MONTANA BOARD OF REALTY REGULATION
301 South Park Avenue, 4th Floor
P O Box 200513
Helena, Montana 59620-0513
PHONE: (406) 444-2961 FAX: (406) 841-2323
E-MAIL: dlibsdrre@mt.gov WEBSITE: www.realestate.mt.gov

Application for Licensure as a Broker

Select Only One Appropriate Fee

☐ **$135.00-new licensees** ☐ **$100.00- If currently a licensed salesperson in Montana**

Application is made by: (Check One)

☐ **Examination** ☐ **Waiver (Prior Approval Required)**
☐ **Reciprocity** ☐ **Equivalency (Prior Approval Required)**

1. FULL NAME _____
   Last First Middle

2. OTHER NAME(S) KNOWN BY _____

3. BUSINESS NAME _____

4. BUSINESS ADDRESS _____
   Street Address City and State Zip Country

   MAILING ADDRESS (If Different)_____
   PO Box # City and State Zip Country

5. HOME ADDRESS _____
   Street or PO Box # City and State Zip Country

   E-MAIL ADDRESS _____ WEB SITE ADDRESS_____

6. TELEPHONE: (_____)_____(_____)_____(_____)_____
   Business Home Fax

7. SOCIAL SECURITY NUMBER _____ FOREIGN ID NUMBER _____

8. DATE OF BIRTH _____ AGE_____ PLACE OF BIRTH _____ ☐ MALE ☐ FEMALE
   Month/ Day/Year City/State

9. LICENSEE NAME_____
   (State your name as it should appear on the license if granted.)

10. TRUST ACCOUNT # OR TITLE COMPANY _____

    BANK NAME_____

    BANK LOCATION_____

11. LICENSEE SIGNATURE _____

12. List all real estate broker examinations that you have taken and the results. Attach additional sheet if necessary.

State Taken In	Exam Date	Results

All applicants must answer the following questions. If you answer yes, give specific details (names of organizations, dates, reasons, and outcome) on a supplement sheet.

13. Have you ever been denied the right to take a licensure examination in any state?
If yes, attach a detailed explanation. ☐ Yes ☐ No

14. Has a licensing agency ever taken adverse or disciplinary action against your license (certificate)?
If yes, attach a detailed explanation. ☐ Yes ☐ No

15. Has your license (certificate) ever been forfeited or surrendered? If yes, attach a detailed explanation. ☐ Yes ☐ No

16. Has a complaint ever been made against you alleging unethical behavior or unprofessional conduct?
If yes, attach a detailed explanation. ☐ Yes ☐ No

17. Do you have criminal charges pending or have you every pled guilty, forfeited bond, or been convicted of a crime (including a plea of no contest or deferred prosecution) whether or not an appeal is pending? ☐Yes ☐ No
You may omit charges or convictions prior to your 16th birthday.
If yes, attach a detailed explanation and send in final order court papers.

18. Have you ever been expelled from or asked to resign from any professional organization or been censured by a professional organization of which you were a member? If yes, attach a detailed explanation. ☐ Yes ☐ No

19. Have you ever been charged with or convicted of a crime (including a plea of no contest or deferred prosecution) relating to, or committed, involving violence, use or sale of drugs, fraud, deceit, or theft, whether or not an appeal is pending? You may omit: (1) traffic violations for which you paid a fine of $100.00 or less and (2) charges or convictions prior to your 16th birthday.
If yes, attach a detailed explanation and send in the final order court papers. ☐ Yes ☐ No

20. Have you ever been charged with fraud, formally or informally, in any civil proceeding?
If yes, attach a detailed explanation and send in final order court papers. ☐ Yes ☐ No

21. Have you any physical or mental condition which has in the past three years adversely affected your ability to practice this profession, including but not limited to, a contagious or infectious disease involving serious risk to the public? If yes, attach a detailed explanation. ☐ Yes ☐ No

22. Have you, within the last three years, used alcohol or any other mood-altering substance in a manner which adversely affected your ability to practice this profession? If yes, attach a detailed explanation. ☐ Yes ☐ No

23. Do you currently hold any type of real estate license in Montana or another state? If yes, provide the following information: (Attach a supplement sheet if necessary.) ☐ Yes ☐ No

State/Province/Territory	License Number	Date Issued	Is It Current	Type of License

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana licensing program.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

I hereby declare that if a Montana Real Estate Broker's license is issued to me, I agree to conduct my Montana real estate business in Accordance with the laws of Montana and the rules of the Board of Realty Regulation.

_____ _____

Legal Signature of Applicant Dated

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:_____

For this service the Business Standards Division now accepts credit card payments using either Master Card or Visa or an electronic check **(please do not send cash)**. You may fill in the appropriate form below to submit payments. ***This document will be destroyed after the payment is processed.*** For a complete list of services for which the division accepts credit card payments or e-checks, please see: http://www.realestate.mt.gov.

☐ **Visa** ☐ **Master Card** **Amount to be billed:** ☐☐☐☐ ☐☐

Credit Card # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date: ☐☐ / ☐☐

Name on Card: _____

Important: This transaction will appear on your credit card statement as: **Discoveringmontana-SC** .

NAME : _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE : _____

E-Check Information

Name (First, Last): _____

Account Type: ☐ Checking ☐ Savings

Routing Number: _____

Account Number: _____

Amount to be billed: ☐☐☐☐ . ☐☐

Important: This transaction will appear on your bank statement as an electronic transaction with the words: **Montana Interact BSD-VT** .

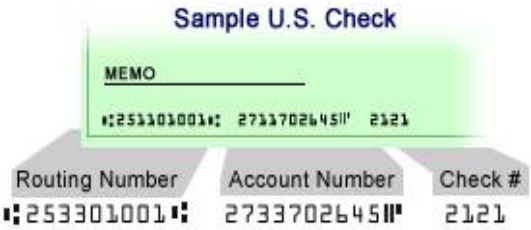
NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE : _____



*****TO PREVENT YOUR CREDIT CARD FROM BEING CHARGED TWICE DO NOT BOTH FAX AND MAIL THIS INFORMATION*****