



NEW MEXICO REAL ESTATE BROKER License Application Form

CANDIDATE INFORMATION

Section A:

Last Name (include suffix: i.e., Jr., Sr., III)	First Name	Middle Name or Initial
Residential Mailing Address, City, State, ZIP Code		
Location Address, City, State, ZIP Code (if different than residential mailing address - do not use P.O. Box; attach map if needed)		
E-mail Address		
Residential Phone (including area code)	Social Security Number	Date of Birth (MM/DD/YYYY)

Are you an active New Mexico associate broker applying for a Qualifying Broker's license? ☐ Yes ☐ No
If you answer yes, return your original associate broker's license with this application.

Indicate the license status you are seeking (select only one):

☐ Qualifying Broker ☐ Associate Broker ☐ Inactive

Qualifying Broker:

- ☐ Must have been active as a New Mexico or other jurisdiction licensed qualifying broker or associate broker for at least two of the last five years immediately prior to making application for a Qualifying Broker's license and completed the necessary hours in approved real estate courses to be licensed as a Qualifying Broker or equivalent in either Georgia, Massachusetts and/or Louisiana
- ☐ **Qualifying Broker Certifying Statement:** I certify that the person named on this application has been affiliated with my Brokerage as a licensed real estate qualifying broker or associate broker and has performed actively during the period indicated beside my signature.

Dates Covered From

To

Qualifying Broker Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____

LICENSE APPLICATION FORM CONTINUES ON NEXT PAGE

NEW MEXICO REAL ESTATE BROKER

License Application Form

Statement by prospective qualifying broker:

I, the undersigned, hereby request that an active associate broker's license be mailed to my real estate brokerage firm for the person named on this application.

Name of Company: _____

Company Telephone Number: _____ Location Address: _____

Mailing Address: _____

City: _____ State _____

Zip: _____

Signature of Qualifying Broker (or signature of applicant applying as an individual broker)

Printed Name of Qualifying Broker

License Number

Signature of Authorized Corporate Officer (if applicable)

Section B

Complete this section of the application by answering "Yes" or "No" to all questions below. If you answer "Yes" to any of the first six questions, attach documentation as described in the Application Instructions Below. If you answer "No" to questions seven or eight, please see Section C for additional information.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you ever had a complaint filed against you with a real estate licensing agency of this or any other state or jurisdiction? If you answered "Yes," attach relevant documentation.
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered "Yes," attach relevant documents.
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you been convicted in any court of competent jurisdiction in New Mexico or elsewhere of a felony or any offense involving moral turpitude?
<input type="checkbox"/>	<input type="checkbox"/>	4. Are you now, or have you at any time during the past five years been named as a defendant in any lawsuits pertaining to any real estate transaction? If you answered "Yes," attach relevant documentation.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does your license application include a Fingerprint Certification Form completed by a private fingerprinting services provider or a public or law enforcement agency? Please see the fingerprinting instruction sheet and the Fingerprint Certification Form on pages 18 and 19.
<input type="checkbox"/>	<input type="checkbox"/>	6. Are you currently licensed or have you ever been licensed as a real estate qualifying broker/associate broker in New Mexico or any other state or jurisdiction? If you answered "Yes," indicate which type of license and list state(s) and attach license histories from the state(s).
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you have errors and omissions insurance coverage meeting the requirements of Part 5 of the Real Estate Commission Rules? If you answered "Yes," please attach a Certificate of Insurance to this application. If you answered "NO," please see the reverse side of this form for additional information.
<input type="checkbox"/>	<input type="checkbox"/>	8. Are you a legal resident of the United States? (You must be a legal resident of the United States to qualify for a real estate broker's license.)

NEW MEXICO REAL ESTATE BROKER

License Application Form

AFFIDAVIT: I hereby certify that all of the information contained in this completed form is true and correct to the best of my knowledge and belief. *Do not sign until you have completed this License Application Form in its entirety.*

Signature of Applicant

Date

Application Instructions

If you answered “Yes” to any one of the first five questions in Section B of this application, locate the number(s) you answered “Yes” to below and determine supporting documentation that should accompany your application for licensure.

1. Prepare and send a written account explaining the details of the complaint and its resolution.
2. Provide a letter from the licensing agency detailing the events that caused action to be taken against your license, including dates and locations and any subsequent reinstatement of your license.
3. Provide the following documentation:
 - a. A copy of the judgment and sentence.
 - b. A written account of your part in the alleged offense and its current status.
 - c. If applicable, a letter from your parole officer detailing your degree of rehabilitation.
4. Submit the following documentation:
 - a. Copies of all relevant civil complaints in which you have been named as a defendant.
 - b. Copies of the final dispositions of subject lawsuits (if available), or a written explanation of the current status of complaint(s) against you.
5. See the fingerprinting instruction sheet and Fingerprint Certification Form on pages 18 and 19.

If you answered “No” to questions seven or eight of this application, locate the number(s) you answered “No” to below for additional information.

6. Request from the state(s)/jurisdiction(s) (other than New Mexico) in which you currently or previously practiced, a certified license history which is to be included with this information when you submit your New Mexico Real Estate Broker License Application packet
7. All active real estate Associate Brokers and Qualifying Brokers are required to have errors and omissions insurance meeting the requirements of part 5 of the Real Estate Commission Rules and Regulations. Insurance may be obtained through the Commission’s contract insurance carrier, Rice Insurance Services, or another insurance carrier. Enrollment forms and other information may be obtained from the Commission office, the Commission Web site at www.rld.state.nm.us/boards/real_estate_commission.aspx or from Rice Insurance Services at 800.637.7319.
8. If you answered “No” to question 8, you are not eligible for licensure. You must be a legal resident of the United States to qualify for a real estate broker’s license.

AFFIDAVIT OF CHARACTER: You must have the Affidavit of Character section below completed by two individuals *or* include character reference letters from two individuals who own property in the county in which you reside or do business.

Affidavit of Character

In signing this application, I affirm to the best of my knowledge and belief that the individual named on this form is of good moral character and is honest and trustworthy. I further certify that I am a property owner in the county of residence or place of business of the individual named herein

Name (Print)

Name (Signature)

Street Address

City

State

Zip

Name (Print)

Name (Signature)

Street Address

City

State

Zip

NEW MEXICO REAL ESTATE BROKER License Application Form

Section C:

ADDITIONAL INFORMATION REQUIRED

1. An original certified certificate of license history from the jurisdiction(s) in which you are currently or were previously licensed.
2. A certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico's Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at <http://www.risceo.com>. Please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at www.rld.state.nm.us//boards/Real_Estate_Commission.aspx, Law and Rules, for E&O coverage requirements.
3. Fingerprinting Requirements (See pages 9, and 10 of this application)
4. A \$270 fee for a three-year license.

CONSENT TO LAWSUITS

If the address on this application is not within the State of New Mexico, by virtue of my signature below, I do hereby irrevocably consent that lawsuits and actions may be commenced against me in the proper courts of the State of New Mexico.

Signature of Applicant

Date

CONSENT TO EXAMINE AND AUDIT TRUST, TRUSTEE OR ESCROW ACCOUNTS

I, _____, being a licensed New Mexico real estate broker or broker applicant hereby authorize the New Mexico Real Estate Commission or its authorized representative to examine and audit the trust, trustee, or escrow account maintained by me, and further authorize any bank or recognized depository to permit such examination and audit. This consent and authorization is made personally and/or corporately.

Signature of Applicant

Date

NEW MEXICO REAL ESTATE BROKER License Application Form

CREDIT CARD AUTHORIZATION FORM

License Application Fee is \$270.

Payment may be made by personal check, company check, cashier's check, money order, Visa, or MasterCard, payable to the New Mexico Real Estate Commission.

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):

☐

MC

☐

VISA

Card No: _____

Exp. Date: _____

Cardholder Name (Print): _____

Signature: _____

Send this completed form and all required documentation to:

New Mexico Real Estate Commission
5500 San Antonio Drive, NE, Suite B
Albuquerque, NM 87109

NEW MEXICO REAL ESTATE BROKER

License Application Form

New Mexico Real Estate Commission Broker Fingerprinting Program

Effective January 1, 2012, applicants for licensure by the New Mexico Real Estate Commission and applicants for license renewal will be required to submit to a statewide and national criminal background check by submitting two completed fingerprint cards and supporting documentation to the New Mexico Department of Public Safety (DPS).

The fingerprinting requirement was enacted by the 2011 state legislature at the request of the Real Estate Commission as a public protection measure and to ensure that in-state and out-of-state license applicants are treated equally in the criminal background check process.

The criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions thereof, including convictions, dismissals, acquittals, sentencing, and correctional supervision.

The Real Estate Commission will provide the fingerprint cards and the Fingerprint Certification Form. License applicants will be required to take the cards and the Fingerprint Certification Form for fingerprinting to a public law enforcement official, a private fingerprinting company, the New Mexico DPS, or a law enforcement agency or private company in the broker's state of residence, if other than New Mexico. Public law enforcement agencies include state police, county sheriffs, and municipal, campus, military, and tribal police.

In the Albuquerque metropolitan area, the only municipal law enforcement agency that provides fingerprinting services is the Rio Rancho Police Department, located at 500 Quantum Road, one block south of Northern Boulevard on State Road 528. The department does fingerprinting Monday, Wednesday, and Friday from 10 a.m. to 12 noon and charges \$10 per card. For more information, call the department at (505) 891-5948 or check the City of Rio Rancho web site. Outside of Albuquerque, please check with your local law enforcement agencies to determine if they provide fingerprinting services.

The DPS office in Santa Fe, located at 4491 Cerrillos Road, will do fingerprinting Monday through Friday from 8 a.m. to 4 p.m. for \$9 for two cards. If DPS personnel do your fingerprinting, please be sure to tell them the cards are for a nationwide criminal background check and leave the cards with DPS.

There are a number of private fingerprinting companies in the Albuquerque area and statewide with a wide variety of pricing, but \$15-25 for two cards is a typical price. Please see the enclosed flier for information on how to access a list of public agencies and private companies that provide fingerprinting services.

It is advisable to telephone law enforcement agencies or private companies prior to going to their offices to confirm prices, office hours, and days and hours when fingerprinting services are available.

The applicant is responsible for paying the fee to the fingerprinting company or agency, and for mailing two completed fingerprint cards, a copy of the Fingerprint Certification Form completed by the fingerprinting company or agency, and a check or money order for \$44.00 payable to DPS in the envelope addressed to DPS provided by the Commission in the new license or license renewal packet. The applicant should retain a copy of the completed Fingerprint Certification Form for inclusion with the license application or license renewal application that is returned to the Commission.

The Federal Bureau of Investigation (FBI) will mail the report of background investigation to the Real Estate Commission for processing. It can take 4-6 weeks for the Commission to receive a background report from the FBI, but neither an initial license application nor a license renewal application will be delayed pending receipt of the FBI report. If the FBI report reveals a felony conviction, the Commission may initiate an investigation that could lead to disciplinary action, up to and including license revocation.

Along with your other license renewal paperwork, please submit to the Commission a copy of the Fingerprint Certification Form completed by the fingerprint provider. If the DPS office in Santa Fe does your fingerprinting, please ask them to complete the Fingerprint Certification Form and give you a copy.

The Commission will not issue a new license prior to the completion of the background check process, but license renewals will not be delayed pending completion of the process.

NEW MEXICO REAL ESTATE BROKER License Application Form

The following must be mailed to the DPS office in Santa Fe in the envelope addressed to DPS provided by the Commission:

- Two (2) completed fingerprint cards.
- One Fingerprint Certification Form completed by the fingerprint provider.
- A check or money order in the amount of \$44 payable to the New Mexico Department of Public Safety.

Please do not fold the envelope containing the fingerprint cards. Folded or otherwise damaged cards will be returned to the applicant, causing a delay in processing. For any further information about the fingerprinting program, please telephone Commission Investigator Lyn Carter at (505) 222-9881.

**NEW MEXICO REAL ESTATE BROKER
License Application Form**

Fingerprint Certification Form

**New Mexico Real Estate Commission
5500 San Antonio Drive NE
Albuquerque, NM 87109
Telephone (505) 222-9820**

This form must be completed by the private company or law enforcement agency taking the applicant's fingerprints. One copy of the form should be mailed to the New Mexico Department of Public Safety (DPS) along with two (2) completed fingerprint cards and a check or money order payable to DPS in the envelope addressed to DPS provided by the Real Estate Commission.

A second copy of the Fingerprint Certification Form should be retained by the applicant and mailed or delivered to the Real Estate Commission at 5500 San Antonio Drive NE, Albuquerque, New Mexico 87109 along with the applicant's application for initial licensure or license renewal.

The undersigned certifies that they are a representative of:

_____ law enforcement agency _____
Agency Name

_____ private company _____
Company Name

I certify that I took the fingerprints of _____
Full Legal Name Clearly Printed

Social Security Number: _____

Date of Birth: _____

I further certify that the applicant presented appropriate documentation of their identity at the time of fingerprinting.

Signature of Fingerprinting Official

Printed Name of Fingerprinting Official

Phone Number of Fingerprinting Official