

# INSTRUCTIONS FOR COMPLETING THE NON-RESIDENT OR RECIPROCAL SALESPERSON LICENSE APPLICATION

**NOTE:** This form is ONLY to be used when a person who holds a SALESPERSON license is reciprocating from another state, or applying for a license without reciprocity in the state of Mississippi. Mississippi residents who are licensed in another state wishing to reciprocate should use this form, and non-residents wishing to reciprocate should use this form.

**Questions 1 – 2:** This is the applicant's personal information. All correspondence from MREC is sent to the applicant's home address until they become licensed. If you cannot receive mail at your residence, you **must** provide your mailing address IN ADDITION TO your residential address. We must also have your email address. Be sure to provide a valid email address you have access to and regularly check in the event MREC should need to contact you.

**Question 3:** This is the address where the applicant will be conducting business. It must be a physical address. Post office boxes are not allowed.

**Question 4:** The broker's name **MUST** be listed. If the broker has a company, include that name also. The broker **MUST** be a licensed Mississippi broker. The distance between the salesperson and responsible broker **CANNOT** be **MORE** than a 1 hour distance. If the distance is **GREATER**, the applicant will need to select a different, closer responsible broker.

**Questions 5 – 11:** Should be self-explanatory.

**Question 12:** FULL addresses should be listed along with the business person's name (not their company name). Do not use relatives.

**Questions 13 – 15:** If you answer 'yes' to any of these questions, you **MUST** provide a SEPARATE statement regarding why you answered 'yes.'

Regarding arrests and judgments, "all facts" include:

- The date of arrest and result. Any jail time and/or probation should be listed with dates of when it was or will be completed. Both **misdemeanors** and **felonies** should be disclosed.
- The date of the judgment, the amount, and when it was or will be paid in full.
- If you are currently in bankruptcy, you must send a copy of your petition/schedule. If you have been discharged, you **ONLY** need to send a copy of the discharge paper.

**Questions 16 - 23:** Note that some questions have multiple parts. Be sure to answer all questions fully.

**Question 24:** This is for your PERSONAL bank accounts.

**Recommendation of Three Real Estate Owners:** If you do not live in the state of Mississippi or haven't lived in Mississippi for long, you are not expected to know three Mississippi real estate owners. You should have people who have owned property for at least three (3) years sign this. It is preferable that they be in your state, but not required. You may copy this section if you need to mail it to someone. Just be sure to include all ORIGINALS with your application to MREC. **DO NOT USE THE SAME INDIVIDUALS USED IN QUESTION 12!!**

**To Be Completed by Employing Broker:** The broker must be licensed in Mississippi, and **MUST** complete the section for comments regarding the applicant's qualifications, integrity and character. One word, the applicant's license number, and the like are **NOT** acceptable.

**Photos of applicant:** You **MUST** include a full face and a profile (side view) face photo with your application. The photos are not required to be any certain size, but the **MUST** be clear.

**Supplement and Pledge/Certification Forms:** If you are a resident of Mississippi, you complete the Supplement to Application for Reciprocal License for a Resident of Mississippi. If you are **NOT** a resident of Mississippi, you complete the Supplement to Application for Reciprocal License for a Non-Resident of Mississippi. **DO NOT COMPLETE BOTH SUPPLEMENTS.**

**ALL** applicants **MUST** complete the Pledge/Certification form.

**BEFORE MAILING, BE SURE THE FOLLOWING HAVE BEEN ADDRESSED:**

- Application **MUST** be typed or printed. If it is printed, be sure handwriting is **VERY CLEAR**. MREC is not responsible for any misprints due to illegible handwriting.
- **ALL** questions have been answered in their entirety.
- The application fee is included.
- If you have not done so already, you **MUST** contact MREC **PRIOR** to submitting your application if you are reciprocating to Mississippi for any SPECIFIC reciprocal requirements of your state. Requirements vary greatly by state, and are not listed on our website.
- Current E & O coverage must be included. E & O must be in the applicant's name, with Mississippi listed as a covered state, and a deductible listed not to exceed \$2500.00
- **ALL** certifications of licensure have been included. You **MUST** include a certification from every state you have **EVER** been licensed in, regardless of the current status of that license. This is **NOT** a copy or your original real estate license. This is a certification you must order from that state regulatory agency. All certificates of licensure submitted to MREC must be received by MREC within 60 days of the notary date.
- The application must be notarized and must be received by MREC within 60 days of the notary date.
- You **MUST** send the **ORIGINAL** application. A copy or scan (even in color) will **NOT** be accepted. Also, all signatures must be the **ORIGINAL** signatures. Digital signatures are **NOT** acceptable.



# Mississippi Real Estate Commission

LeFleur's Bluff Tower, Suite 300  
4780 I-55 North, Jackson, MS 39211

OR

Post Office Box 12685  
Jackson, MS 39236-2685

(601) 321-6970 – Telephone \* (601) 321-6955 – Fax

[www.mrec.ms.gov](http://www.mrec.ms.gov)

**\$120.00 FEE**

## APPLICATION FOR A NON-RESIDENT OR RECIPROCAL SALESPERSON'S LICENSE

*(Application will not be accepted unless typed or printed CLEARLY)*

1. Legal Name of Applicant \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
(First) (Middle) (Last)
- 1.a. Name as you want to appear on your license \_\_\_\_\_
2. Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_
3. Residence Address of Applicant \_\_\_\_\_  
(Street and Number) (City)  
\_\_\_\_\_  
(County) (State) (Zip Code) (Telephone No.)  
Email Address \_\_\_\_\_
4. Name of Employer to be designated on license \_\_\_\_\_  
(Broker/Company)
5. Physical Business Address of Employer \_\_\_\_\_  
(Street or Building and Number)  
\_\_\_\_\_  
(Post Office Box) (County)  
\_\_\_\_\_  
(City) (State) (Zip Code) (Telephone No.)
6. Have you ever held a real estate license in Mississippi or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(Please attach Certification of Licensure from state or states where licenses were/are held)*  
Broker \_\_\_\_\_ Where \_\_\_\_\_  
(Address) (City) (County) (State) (From) (To)  
Salesperson \_\_\_\_\_ Where \_\_\_\_\_  
(Address) (City) (County) (State) (From) (To)
7. Have you ever before applied for a real estate license in the State of Mississippi? \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Have you ever been denied a real estate license in this or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(If "Yes", furnish statement of details)*
9. Has ANY license ever held by you been revoked or suspended, in this or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(This refers on any license for any business or profession regulated by law in this or any other state, district or possession of the United States.)*

10. What has been your business or occupation for the past five (5) years? Give places where employed for sixty (60) days or more and account for entire time. If self-employed, list nature of business and address of such said business.

_____	_____	_____	_____	From _____	To _____
<i>(Employer)</i>	<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Mo. &amp; Yr.)</i>	<i>(Mo. &amp; Yr.)</i>
_____	_____	_____	_____	From _____	To _____
<i>(Employer)</i>	<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Mo. &amp; Yr.)</i>	<i>(Mo. &amp; Yr.)</i>
_____	_____	_____	_____	From _____	To _____
<i>(Employer)</i>	<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Mo. &amp; Yr.)</i>	<i>(Mo. &amp; Yr.)</i>

11. What business, other than real estate, do you expect to engage in, and what is the address thereof? \_\_\_\_\_

12. Give the names and addresses of three (3) business persons who have known you for the last five (5) years. *(Relatives should not be listed.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Have you ever been convicted of any criminal offense or entered a plea of guilty/nolo contendere.  
\_\_\_\_\_ Yes \_\_\_\_\_ No Misdemeanor ( ) Felony ( ) *(If "Yes", furnish detail statement of all facts)*

14. Has anyone ever obtained a judgment against you? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "Yes", furnish detail statement of all facts)*

15. Have you ever declared bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "YES", furnish petition for voluntary bankruptcy, schedules and discharge)*

16. Are you an American citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "NO", how long in the United States?)* \_\_\_\_\_

17. When were you born? \_\_\_\_\_ Where \_\_\_\_\_  
*(Month Day Year) (City) (County) (State)*

18. How long, immediately prior to date of the execution of this application, have you been a resident of Mississippi? \_\_\_\_\_

19. Give the name of the city, county and state where you are registered to vote. \_\_\_\_\_  
*(City) (County) (State)*

20. Social Security Number \_\_\_\_\_

21. Do you have a valid Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "Yes", furnish number and name of state)* \_\_\_\_\_  
*If "No", please explain*

22. Have you purchased a Car Tag? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "Yes", give name of state)* \_\_\_\_\_

23. Did you file a State Income Tax return last year? \_\_\_\_\_ Yes \_\_\_\_\_ No *(If "Yes", in what state/states)* \_\_\_\_\_  
*If "No", please explain* \_\_\_\_\_

24. Give the name and addresses of the banks you have accounts with.

_____	_____	_____	_____	_____
<i>(Bank)</i>	<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
( ) <b>Checking</b>	( ) <b>Savings</b>	( ) <b>Loans</b>	( ) <b>Credit Cards</b>	
_____	_____	_____	_____	_____
<i>(Bank)</i>	<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
( ) <b>Checking</b>	( ) <b>Savings</b>	( ) <b>Loans</b>	( ) <b>Credit Cards</b>	

**AFFIDAVIT  
(READ CAREFULLY)**

The undersigned, in making this application to the Mississippi Real Estate Commission for license to carry on the business of real estate Salesperson under the provisions of the Mississippi Real Estate Broker's License Act of 1954, as amended, swears (or affirms) that he or she has read and is thoroughly familiar with the provisions of the aforementioned Act, and Rules and Regulations issued by the Commission, and agrees to comply fully with them. The undersigned further swears (or affirms) that all of the information given in this application is true and correct to the best of his or her knowledge and belief. Under Section 73-35-5(3) his or her application and other information submitted to this Commission may be reviewed by members of the general public under reasonable rules and regulations as shall be prescribed by the Commission. I hereby authorize any financial institution, educational institution or any other agency, public or private, federal or state, to release any information contained in their files to the Mississippi Real Estate Commission.

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

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County

State

# RECOMMENDATION OF THREE REAL ESTATE OWNERS

The following recommendation must be signed by three (3) citizens, who have been property owners for at least three (3) years, and who have known the applicant for three (3) years. You may NOT use any of the same individuals previously listed in Item 12.

**“I certify that I am a resident of \_\_\_\_\_ and have been a property owner for at least three (3) years and I am not related to the applicant. The applicant bears a good reputation for honesty and trustworthiness; therefore, I recommend that a real estate license be granted to the applicant.”**

Signature \_\_\_\_\_

Address \_\_\_\_\_

(Street & Number) (City) (State)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

(Street & Number) (City) (State)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

(Street & Number) (City) (State)

Print Name \_\_\_\_\_

## TO BE COMPLETED BY EMPLOYING BROKER

Responsible Broker's Comments regarding the applicant's qualifications, integrity and character. The employing Broker MUST hold an ACTIVE Mississippi Resident Broker's License. \_\_\_\_\_

Mississippi Real Estate Commission Rules and Regulations state: "A Broker who signs the application of a salesman as being in his employ, when such is not the case, will render himself liable to suspension or revocation of his broker's license."

## AFFIDAVIT OF EMPLOYING BROKER (READ CAREFULLY)

The undersigned hereby swears (or affirms) that: "I am the employing Broker of the applicant and in my opinion, the applicant is honest and trustworthy. I have thoroughly discussed with the applicant the conditions under which the applicant's license may be revoked or suspended under the provisions of Section 73-35-21, Mississippi Code of 1972, as amended, as well as the Rules and Regulations of the Mississippi Real Estate Commission (MREC) and am convinced that the applicant understands said provisions and Rules and Regulations, and hereby recommend that a license be granted to the applicant."

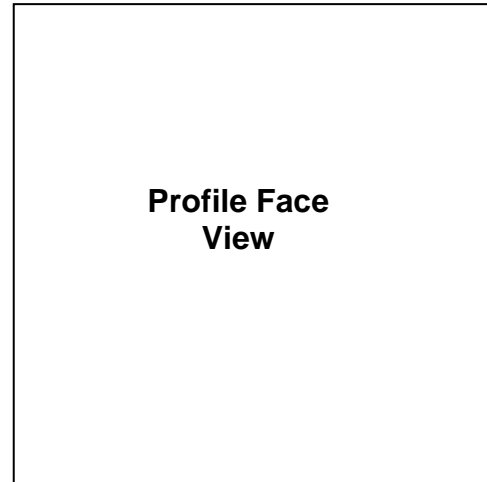
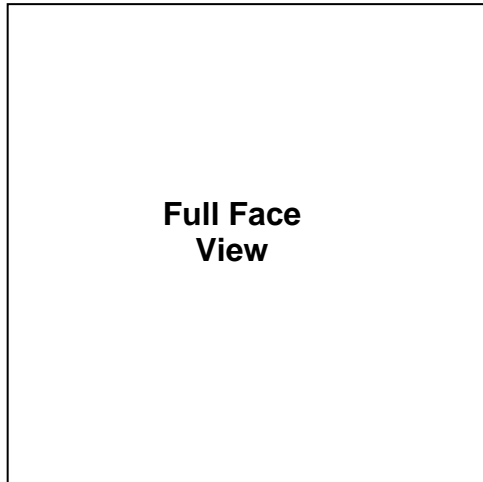
Signature of Employing Broker \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_

County State

## ATTACH PHOTOS BELOW



Application **MUST** be accompanied by the following items:

1. Proof of Errors and Omissions Insurance Coverage
2. Proper Fee of **\$120.00**
3. Photos – Full Face and Profile Views
4. Make sure signatures are NOTARIZED with seal where required.
5. ALL questions must be answered to ensure prompt processing.
6. If you have held or hold a Real Estate License in any other state, you **MUST** enclose a *Certification of Licensure* from each state **(this is NOT a copy of your real estate license)**.
7. Pledge/Certification Form
8. Supplement to license application for a “**Non-Resident of Mississippi**”
9. Supplement to license application for reciprocal license for a “**Resident of Mississippi**”

**SUPPLEMENT TO APPLICATION FOR RECIPROCAL LICENSE  
FOR A "NON-RESIDENT" OF MISSISSIPPI**

As a non-resident of Mississippi who is duly and primarily licensed as a real estate professional in another state and is desirous of obtaining a Mississippi real estate license in order to conduct real estate activity within the state of Mississippi, as defined in Chapter 73-35 of the Mississippi Code of 1972, Annotated, I am aware that I must meet all of the requirements for obtaining a license, including but not limited to satisfying all pre-licensing education requirements and possibly completing an examination, which are set forth for a resident of the state of Mississippi except for meeting the residency requirement. After obtaining the license, I understand that I must abide by the Mississippi Real Estate Brokers Licensing Act of 1954 as Amended and its Rules and Regulations while I am conducting real estate activity for which the real estate license is required, involving Mississippi real estate.

As an applicant for a "non-resident" real estate license that is based on a reciprocal agreement between Mississippi and another state, I hereby agree to the following special provisions:

- 1) By affixing my signature to this document, I am filing a statement of irrevocable consent with the Mississippi Real Estate Commission that legal actions may be commenced against me in the proper court of any county of Mississippi in which a cause of action may arise or in which the plaintiff may reside by service of the process or pleading authorized by the laws of Mississippi, by the Secretary of State of Mississippi or by any member of the Mississippi Real Estate Commission or the Chief Executive Officer thereof. The consent stipulates that the service of process or pleading shall be taken in all courts to be valid and binding as if personal service had been made upon me within the state of Mississippi. I also consent to have any hearings conducted by the Commission pursuant to Section 73-35-23, Mississippi Code of 1972, Annotated, at a place designated by the Commission.
- 2) Any service of process or pleading shall be served on the Executive Officer of the Commission by filing duplicate copies, one of which shall be filed in the office of the Commission and the other forwarded to my last known principal address.
- 3) I also agree to cooperate with any investigation by the Commission of my real estate activities involving possible violations of the Mississippi license law.

By affixing my signature hereto, I do consent to the above requirements.

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

**Subscribed** and **sworn** to before me in my presence, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_



**SUPPLEMENT TO APPLICATION FOR RECIPROCAL LICENSE  
FOR A "RESIDENT" OF MISSISSIPPI**

As a resident of Mississippi who is duly and primarily licensed as a real estate professional in another state and is desirous of obtaining a Mississippi real estate license in order to conduct real estate activity within the state of Mississippi, as defined in Chapter 73-35 of the Mississippi Code of 1972, Annotated, I am aware that I must meet all of the requirements for obtaining a license which are set forth for a resident of the state of Mississippi except for the specific pre-licensing education requirements and the successful completion of an examination. **I understand that I am required to complete a Mississippi approved Post-Licensing course within one (1) year of licensure in order to renew my temporary license on a permanent basis.** After obtaining the license, I understand that I must abide by the Mississippi Real Estate Brokers Licensing Act of 1954 as Amended and its Rules and Regulations while I am conducting real estate activity for which the real estate license is required involving Mississippi real estate.

As an applicant for a "resident" real estate license that is based on a reciprocal agreement between Mississippi and another state, I hereby agree to the following special provisions:

- 4) By affixing my signature to this document, I am filing a statement of irrevocable consent with the Mississippi Real Estate Commission that legal actions may be commenced against me in the proper court of any county of Mississippi in which a cause of action may arise or in which the plaintiff may reside by service of the process or pleading authorized by the laws of Mississippi, by the Secretary of State of Mississippi or by any member of the Mississippi Real Estate Commission or the Chief Executive Officer thereof. The consent stipulates that the service of process or pleading shall be taken in all courts to be valid and binding as if personal service had been made upon me within the state of Mississippi. I also consent to have any hearings conducted by the Commission pursuant to Section 73-35-23, Mississippi Code of 1972, Annotated, at a place designated by the Commission.
- 5) Any service of process or pleading shall be served on the Executive Officer of the Commission by filing duplicate copies, one of which shall be filed in the office of the Commission and the other forwarded to my last known principal address.
- 6) I also agree to cooperate with any investigation by the Commission of my real estate activities involving possible violations of the Mississippi license law.

By affixing my signature hereto, I do consent to the above requirements.

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

**Subscribed** and **sworn** to before me in my presence, this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_

# PLEDGE/CERTIFICATION

I, \_\_\_\_\_, certify that I have read the Mississippi Real Estate Brokers License Act of 1954, as Amended, and have read all of the Rules and Regulations established by the Mississippi Real Estate Commission. I further certify that I understand the types of misconduct, as set forth in both the Statute and the Rules and Regulations, for which disciplinary proceedings may be initiated against me as a real estate licensee.

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

**Subscribed** and **sworn** to before me in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_