



# Application for Inactive Sales Agent License Information Sheet

**THIS FORM IS FOR AN INITIAL INACTIVE SALES AGENT LICENSE. DO NOT USE THIS FORM IF YOU WERE LICENSED AS A TEXAS BROKER OR SALES AGENT IN THE PAST TWO YEARS.**

BREAK DOWN OF FEES	
TREC Application Fee	150.00
Texas Online Fee	5.00
Real Estate Center at TX A&M	40.00
Recovery Fund Fee	10.00

**ALL FEES LISTED ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TREC. DO NOT PAY WITH CASH.

### IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- To apply, you must be a citizen of the United States, or a lawfully admitted alien and eighteen (18) years of age or older.
- You must have fingerprints on file with the Department of Public Safety (DPS) for TREC or TALCB in order to satisfy the statutory requirement for honesty, trustworthiness, and integrity. Fingerprints on file for other agencies will not be accepted. For additional information on fingerprinting requirements, including how to schedule an appointment, please visit [www.trec.texas.gov/fingerprint-requirements](http://www.trec.texas.gov/fingerprint-requirements).
- All requirements for a license must be met within one year of the application filing date, or the application expires.

#### Education

Submit copies of college transcripts or course completion certificates with this application. **DO NOT SUBMIT ORIGINALS.**

#### Examination

After your application is accepted for processing and education requirements are satisfied, you will be notified of eligibility to sit for the examination. License examinations are administered by a national testing service contracted by TREC. The exam eligibility notification will have instructions for contacting the exam administrator and obtaining a copy of the Candidate Handbook. The Candidate Handbook contains information about the examination, study material, and instructions for making an exam reservation.

#### Active Status

Before an active license is issued, you must be sponsored by an active Texas real estate broker. You can complete a sponsorship request using our [online services](#) or by submitting a sponsorship form. **DO NOT** submit a sponsorship request until you have been issued an inactive license. **Applicants and inactive sales agents are not authorized to act as real estate agents.**

#### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



APPLICATION FOR:

## INACTIVE REAL ESTATE SALES AGENT LICENSE

FEE	RECEIPT NUMBER	AMOUNT	\$ TYPE	App#	File#
Application Fee		\$205.00		Entity #	License #

**DO NOT WRITE ABOVE THIS LINE**

*NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK*

This application is for an **INACTIVE** sales agent license. Before an active license can be issued, an applicant must be sponsored by a Texas real estate broker holding an active license. A sponsorship request may be made after TREC notifies the applicant that an inactive license has been issued. **Applicants and inactive sales agents are not authorized to act as real estate agents.**

1. Applicant's Full Name:(as it appears on driver's license)

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

2. Applicant's Social Security No.: \_\_\_\_\_

**Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social SecurityNumbers (SSN) when filing an application. The SSN that is provided will be confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.**

3. Applicant's Mailing Address and Contact Information: (Post Office Box may be used)

\_\_\_\_\_ Number, Street and Apt. No. -or- P.O. Box

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

email: \_\_\_\_\_

4. Date of

Birth: \_\_\_\_\_  
Month Day Year

5. Sex: (check one)

M  F

6. Ethnic Group:

Black  White  Hispanic  Asian

Other (specify): \_\_\_\_\_

Decline to respond (default answer)

7. Have you been licensed as a real estate sales agent or broker in a state **other than Texas** within the last five (5) years?

Yes  No

**If the answer is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.**

8. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license?  Yes  No  
 (b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state?  Yes  No  
 (c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold in this state or any other state?  Yes  No

**If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.**

9. Are there any unpaid judgments against you?  Yes  No

**If the answer is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.**

10. (a) Have you ever been convicted of a criminal offense? (Include all felonies, all misdemeanors other than minor traffic tickets, and all military tribunal convictions.)  Yes  No  
 (b) Have you ever been placed on parole, probation or community supervision (also known as deferred adjudication) regardless of whether the case was dismissed or you were discharged?  Yes  No  
 (c) Are there any criminal charges pending against you?  Yes  No

**If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <https://www.trec.texas.gov/forms/background-history-form>, even if you have disclosed these offenses on a previous TREC form or application.**

11. Have you ever acted, or attempted to act, as a real estate broker or sales agent or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.)  Yes  No

**If the answer is YES, you must complete the applicable sections of the Background History Form located at <https://www.trec.texas.gov/forms/background-history-form>.**

12. List below all names (maiden, aliases, nicknames, etc.) by which you have been known.

\_\_\_\_\_

\_\_\_\_\_

13. Attach photocopies of transcripts or course completion certificates with this application to satisfy the education requirements. Retain the original documents for your personal files. The documents that are submitted with this application will not be returned to the applicant.

## STATEMENT OF SALES AGENT APPLICANT

I certify that I am eighteen (18) years of age or older and that I am a citizen of the United States or a lawfully admitted alien. I certify that I have examined this application and the answers given are true, correct and complete. I understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of my license. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that **if an investigation is necessary, it may not be conducted until I have passed the examination.** I further understand that information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission.

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

I CERTIFY THAT I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALES AGENT UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant's Signature