



South Carolina  
Department of Labor, Licensing and Regulation



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Real Estate Commission

Nikki R. Haley  
Governor

Catherine B. Templeton  
Director

Doc 231 TM(R7/11)

**EXAMINATION APPLICATION FOR REAL ESTATE**

APPLYING FOR:  SALES  
(Check one)  PROPERTY MANAGER  
 BROKER

**FEE: \$35** – Includes \$10 credit report. Make funds payable to LLR – Real Estate Commission. **Fees are non-refundable.** When providing a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. In addition, authorization is given to collect a fee through electronic fund transfer from your account if payment is returned unpaid.

**INSTRUCTIONS:** Every question must be answered fully and without evasion. If more space is required, use a separate sheet. Any failure to comply with these instructions or to enclose the proper fee will result in delay to the applicant. You should receive an eligibility letter within 7 to 10 business days.

PLEASE TYPE OR PRINT IN BLACK INK

1. LEGAL NAME

\_\_\_\_\_ (LAST) (FIRST) (MI)

2. SOCIAL SECURITY NUMBER \_\_\_\_\_

**\*The disclosure of the social security number is for identification purposes and is authorized and mandated by state and federal statutes. The social security number is not subject to disclosure as public information.**

3. HOME ADDRESS \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

TELEPHONE – BUSINESS (\_\_\_\_) \_\_\_\_\_ RESIDENCE (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

4. SEX \_\_\_\_\_ RACE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

5. **PLEASE CHECK ONE:** High School Graduate \_\_\_\_\_ GED \_\_\_\_\_ College Graduate \_\_\_\_\_

6. ATTACH REAL ESTATE SCHOOL CERTIFICATES **OR** TRANSCRIPTS BY WHICH YOU QUALIFY FOR EXAMINATION.

7. RESIDENCE (LAST TEN YEARS)

	Street Address	City	State	Zip	Dates	
					From	To
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____

8. EMPLOYMENT EXPERIENCE (LAST TEN YEARS)

	Company Name	Type of Business & Position Held	Dates	
			From	To
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____

9. Are you now or have you ever been licensed in this or any other state as a real estate broker, salesman, salesman – provisional (first year), property manager or time share salesman? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates Licensed:

From \_\_\_\_\_ To \_\_\_\_\_ State of \_\_\_\_\_

a) If licensed in more than one state, itemize on a separate sheet of paper.

b) Attach Certificate(s) of Licensure obtained from each state other than South Carolina in which licensed in the past five years. (License or copy of license **NOT** acceptable.) **Application cannot be processed without Certificate(s) of Licensure.**

10. Have you ever been refused, revoked, canceled or suspended any occupational, professional or real estate license in South Carolina or any other state? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, attach explanation.

11. Have you ever been convicted of or pled guilty or nolo contendere to a crime (other than a minor traffic offense)? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, attach a full explanation. Include all pertinent information such as charges, dates, locations and sentences. In addition, provide a state criminal background report from the state where the violation(s) occurred.

**I, \_\_\_\_\_, am the person described and identified, of good moral character, and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice real estate in South Carolina.**

**The undersigned, in making this application to the South Carolina Real Estate Commission for a real estate license examination under the provisions of Chapter 57, Section 40 of the South Carolina Real Estate License Law, swears (or affirms) that he/she is the application named herein, that he/she has not engaged in the practice of real estate while unlicensed, and that the answers and information provided are true to the best of his/her knowledge, information and belief. Further, the applicant understands that any omissions, inaccuracies or failure to fully disclose may be deemed sufficient grounds to: 1) deny the taking of the examination; 2) deny licensing of applicant after examination; 3) withhold renewal of applicant's license; 4) suspend or revoke the license of applicant; 5) take any other disciplinary action against applicant which is authorized by law. Further, the undersigned understands and agrees that upon submission of this application to the South Carolina Real Estate Commission, it will attempt to obtain information concerning any criminal convictions of the applicant. The applicant hereby authorizes any and all law enforcement departments, agencies and officials thereof to release to the South Carolina Real Estate Commission any and all criminal history information, and further releases said departments, agencies and officials from all liability.**

**The undersigned further certifies that he/she has read and is familiar with the South Carolina Real Estate License Law and Regulations and in the event he/she becomes licensed, agrees to obey said Laws and Regulations.**

**APPLICANT MUST PERSONALLY SIGN THIS APPLICATION BEFORE A NOTARY PUBLIC**

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

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

Notary Public for State of \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

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

**OUT OF STATE APPLICANTS ONLY**

**CONSENT TO JURISDICTION AND SERVICE OF PROCESS**

The undersigned applicant for license as a real estate salesman currently being a non-resident of the State of South Carolina as specifically set forth in the application for license to which this consent is attached, does hereby irrevocably consent that if any cause of any action arises against the undersigned growing out of undersigned's acts or omissions as a real estate broker-in-charge, broker, salesman, or property manager within the State of South Carolina, suit may be commenced against said undersigned in the County of the State of South Carolina in which the said cause of action may arise, or in which plaintiff may reside, by the service of process upon the Administrator of the South Carolina Real Estate Commission, whom the undersigned hereby designates as agent for such service, and the undersigned further consents that such service shall be begun and held in all courts to be valid and binding as if due service had been legally made upon undersigned in the State of South Carolina.

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

Executed in the presence of Notary Public \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

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

**THE SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER.**

AFFIDAVIT OF ELIGIBILITY

Pursuant to Section 8-29-10 SC Code of Law, **ALL** applicants for a South Carolina license after July 1, 2008 are required to complete and sign this Affidavit of Eligibility.

**Section A: LAWFUL PRESENCE in the United States.**

I, (please print your full name) \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

1. \_\_\_ I am a United States citizen or legal permanent resident eighteen years of age or older; or
2. \_\_\_ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
  - a. \_\_\_ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
  - b. \_\_\_ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.
3. \_\_\_ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
  - a. \_\_\_ I am a US citizen, not physically present or employed in the United States.
  - b. \_\_\_ I am a Foreign National, not physically present or employed in the United States.

*If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.*

**Section B: Secure and Verifiable Document.** This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided **upon request only**.

- Any South Carolina Driver License, South Carolina Driver Permit or South Carolina Identification Card, expired less than one year.
- Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year. State: \_\_\_\_\_
- Valid Temporary Resident Card
- Certificate of Naturalization with intact photo
- Certificate of (US) Citizenship with intact photo
- Other: (Name of verifiable document) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Social Security Number

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

\_\_\_\_\_  
(If issued by a state agency, include both the state and agency name.)

3. What is the secure and verifiable document number? \_\_\_\_\_

4. What is the expiration date of your secure and verifiable document? \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

(If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

**Section C: Attestation.**

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States. I may also be required to provide proof of lawful presence.
- I understand that in accordance with section 8-29-10 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Labor, Licensing and Regulation upon request and is subject to verification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name as shown on your secure and verifiable document.

Professional License Type: \_\_\_\_\_

License Number (if already licensed): \_\_\_\_\_

*The South Carolina Code of Laws requires that every individual who applies for an occupational or professional license provide a social security or alien identification number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*