

**DO NOT USE THIS APPLICATION IF THIS IS YOUR FIRST TIME APPLYING  
GO TO OUR WEBSITE AND APPLY FOR AN ORIGINAL LICENSE ONLINE  
WWW.LABOR.MARYLAND.GOV/LICENSE/MREC**

**THE MARYLAND REAL ESTATE COMMISSION**  
**100 S. CHARLES STREET, TOWER 1**  
**Baltimore MD 21201 410-230-6200**  
**TTY Users, call via the Maryland Relay Service**

FOR OFFICE USE ONLY	
Date Received	_____
License Fee	_____
GF Fee	_____
Total Fee	_____

Current Registration(s)#
_____
_____

**CHANGE OF BROKERS OR ADDITIONAL (please circle one)**  
**APPLICATION FOR RECIPROCAL REAL ESTATE LICENSE**  
**UNDER RECIPROCAL AGREEMENT WITH Pennsylvania**

FIRST-TIME APPLICANTS APPLY ONLINE AT [WWW.LABOR.MARYLAND.GOV/LICENSE/MREC](http://WWW.LABOR.MARYLAND.GOV/LICENSE/MREC)  
 UNLESS YOU ANSWER YES TO ONE OF THE CONDUCT QUESTIONS ON THE SECOND PAGE.

**A. PERSONAL INFORMATION (REQUIRED)**

Full Legal Name: First, Middle, Last Generation (Sr., Jr, II)			
Home Address			
City	State	Zip	County
Daytime Phone	Fax	Private E-mail: (REQUIRED)	
Date of Birth		Place of Birth (city & state)	
		Social Security No.	

**B. LICENSE INFORMATION (REQUIRED)**

**I am attaching a full and complete certified history of my Standard license from the state listed above which shows that my license is current and active, and my main office is outside the State of Maryland.** The history document must be dated within 90 days of submission to the MD REC. *If your state will not send the history document to the licensee but sends it directly to MD REC, check with your state for the date processed and mailed to this office.*

**IF YOU ARE APPLYING FOR AN ADDITIONAL LICENSE PLEASE BE SURE TO ATTACH LETTERS OF NO CONFLICT SIGNED BY BOTH BROKERS AND IT MUST BE ON THE BROKER'S LETTERHEAD.**

THE LICENSE HISTORY ATTACHED IS FROM THE STATE WHERE I WAS LICENSED IN THE CATEGORY I AM REQUESTING IN MARYLAND  Yes  Emailed from State

Category Requested	Original Fee	If already hold a license in category	<b>CASHED CHECKS OR MONEY ORDERS DOES'T MEAN APPLICATION IS APPROVED</b>
_____ Broker	<b>\$211.00</b>	<b>\$191.00</b>	
_____ Associate Broker	<b>\$143.00</b>	<b>\$123.00</b>	
_____ Salesperson	<b>\$ 98.00</b>	<b>\$ 78.00</b>	

1. Name of intended Broker of Record who will supervise Associate Broker and Salesperson applicants: \_\_\_\_\_ and Broker's MD Reg No. \_\_\_\_\_, Branch No. \_\_\_\_\_.  
*A Signed Letter from this Broker must be attached to the application. (NO ELECTRONIC SIGNATURE)*

2. Trade name and address of this Broker \_\_\_\_\_  
 \_\_\_\_\_ telephone number \_\_\_\_\_

*(Broker location must be outside the State of Maryland)*

<b>If you answer yes to one of the questions below you must mail your application with supporting documents on the conduct instruction sheet on our website under forms and fees.</b>	Yes	No
Have you ever had a real estate license suspended, revoked, or disciplined in any jurisdiction?		
Have you ever been convicted of a felony or misdemeanor in any Federal, State, DC, or Military court?		
Are you the subject of a pending disciplinary action, current investigation, or proceeding alleging misconduct under a licensing law or criminal law of any jurisdiction?		

	Yes	No
Are you 18 years of age or older?		
Has your Broker affiliation changed since your last application?		
Are you currently holding a Maryland Standard or Reciprocal real estate license? If yes, the current registration number is _____ the Current category is _____		

**C. AFFIRMATIONS (REQUIRED)**

	Yes	No
I HEREBY CERTIFY, under penalty of law that the information herein is true to the best of my knowledge and belief.		
I HEREBY CERTIFY that I have reviewed and am familiar with, and agree to be bound by, the provisions of Maryland real estate laws and regulations, including the MD Code of Ethics.		
I HEREBY CERTIFY that I will return my reciprocal license when my license in the state from which I have made the application is inactive or expired.		
I HEREBY AGREE to notify the Maryland Real Estate Commission within 90 business days of moving to a principal place of business within Maryland.		
I AUTHORIZE the release of any information in this application to an authorized representative of DLLR for further investigation.		
I HEREBY IRREVOCABLY CONSENT that, if the address of this registration is not within the state of Maryland, (i) service of process on the Executive Director of the Maryland Real Estate Commission shall bind me in any action, suit, or proceeding brought against me, and (ii) an action, suit or proceeding may be brought against me in any county in which the cause of action arose, or I reside.		
I FURTHER CERTIFY that I have paid all undisputed taxes and unemployment insurance contributions or have provided for payment in a manner satisfactory to the unit responsible for collection.		

**Broker Applicants:** If you have not already done so, contact [www.dat.state.md.us](http://www.dat.state.md.us) to register as a foreign corporation/company doing business in Maryland. If you are a broker and applying for an additional license please include articles of incorporation or organization from the State the company was formed in and proof your company is registered and in good standing with the Maryland Department of Assessments and Taxation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (*NO ELECTRONIC SIGNATURE*)

Mail Application with all Attachments  
(do not mail separately)  
to  
Maryland Real Estate Commission  
100 S. Charles Street, Tower 1  
Baltimore, MD 21201



## INSTRUCTIONS FOR COMPLETING THE RECIPROCAL APPLICATION FORM

A. **Please print clearly**; all areas must be completed. If you are licensed under a different name or if your name differs on other documents submitted with your application, contact your state to update/correct your Standard licensing record before applying to the Maryland Real Estate Commission. Federal law requires state agencies to collect and record Social Security numbers of all licensees of the professions licensed by the State of Maryland.

B. **Attachment** - A Certification of License History **with a raised seal** (original only, no copies) of your current Standard License from the state that has entered into a reciprocal agreement with the Maryland Real Estate Commission. It must

- a. Confirm that your license is active and in good standing.
- b. Describe any past disciplinary action taken against you or your license or the refusal or withdrawal of an application by the licensing authority.
- c. List the office address and trade name of your current brokerage; and
- d. Be dated within 90 days of submission to the Maryland Real Estate Commission

*If your state will not send the history document to you but sends it directly to MD REC, check with your state for the date processed and mailed to MD REC.*

*Salesperson/Associate Broker Applicants* - Complete all portions of Items 1 and 2 of this section.

**Attachment** – A letter personally signed by the intended broker agreeing to your affiliation and supervision. **The intended broker must hold a Maryland Broker license with an address outside the State of Maryland.**

*Broker applicants* – Only Item 2. Trade name, address, and telephone EXACTLY as it appears on your current Standard license in the state that has entered into a reciprocal agreement with the Maryland Real Estate Commission. If different, contact your state to update/correct your Standard licensing record before applying to the Maryland Real Estate Commission.

**Broker Applicants: Contact [www.dat.state.md.us](http://www.dat.state.md.us) to register as a foreign corporation/company doing business in Maryland.**

**Please include an approved Business Trade Name with your application.**

If disciplinary action is taken against your license at any time following the date of your Certification of License History or the date of this application, in any jurisdiction in which you are or have been licensed, you are required to report these events to the Maryland Real Estate Commission. The Commission may deny an application for a reciprocal license under 17-3A-04(B).

C. Answer all questions under penalty of perjury. Sign and date the form. Incomplete applications cannot be processed and will be returned.

- Mail the fully completed application with all required attachments to the Maryland Real Estate Commission.

**-Once you are approved a license will be emailed to the Broker or Branch office manager**

**YOU MAY NOT PRACTICE REAL ESTATE IN MARYLAND UNTIL THE LICENSE IS ISSUED**