

INDIVIDUAL LICENSE APPLICATION (PRLS)

RE 271 (Rev. 8/09)

GENERAL INFORMATION

- This form is to be used by *individual* applicants only. Corporation applicants must use Corporation Application (RE 272). ➤ **Read pages 3–4 before completing this application.**
 ➤ Type or print clearly in ink.

1. NAME OF APPLICANT (LAST, FIRST AND MIDDLE)

2. FICTITIOUS BUSINESS NAME, IF ANY (ATTACH CERTIFIED COPY OF FICTITIOUS BUSINESS NAME STATEMENT.)

3. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)

4. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

5. DO YOU RESIDE IN CALIFORNIA?

 YES NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

6. BUSINESS TELEPHONE

7. RESIDENCE TELEPHONE

8. SOCIAL SECURITY NO.

9. BIRTH DATE

10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

 NO YES

IF YES, LIST NAME(S) USED.

11. HEIGHT

12. WEIGHT

13. EYE COLOR

14. HAIR COLOR

15. GENDER

 M F

16A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA?

 NO YES

IF YES, COMPLETE 16B–16E.

16B. TYPE OF LICENSE

16C. EFFECTIVE DATE

16D. ID#

16E. STATE

17. NAME OF DESIGNATED AGENT WHO WILL SUPERVISE MAIN OFFICE ADDRESS.

CHECK ONE

 RE 256 ON FILE RE 256 ATTACHED

ID# — DRE USE ONLY

FOR DRE USE ONLY

BOND APPROVAL

BOND NUMBER

VIOLATION

PRINTS SENT

CONTRACT APPROVED

DATE LICENSE SENT

COPY TO PRLS CONTRACT REVIEWER

IDENTIFICATION NUMBER

EFFECTIVE DATE

EXPIRATION DATE

PROCESSOR'S NUMBER

READ AND RETAIN FOR FUTURE REFERENCE**General Information**

- Complete all requested information on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- This form is for individual applicants only.
- Refer to RE 254 for licensing information/requirements, and bond and/or rider information.
- Effective August 1, 1998, all prepaid rental listing service licensees, must submit proof that they have legal presence in the United State before a renewal license can be issued. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.

If you have submitted proof of citizenship or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically recreate this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Completion Information

- Enter your legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing your license application.

Fingerprint Requirement

One set of classifiable electronic fingerprints is required from every license applicant unless the applicant is currently licensed by the DRE, the applicant's license expired less than two years ago, or the applicant had designated officer or designated agent status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

Fees

Original license applicants who reside in California will pay a \$51 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees and hours)

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by checking the Web site of the California Department of Justice at <http://caag.state.ca.us/fingerprints/publications/contact.pdf>. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

Out-of-State Applicants

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the original license application. The \$51 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

Fictitious Business Name

Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our Web site (<http://www.dre.ca.gov>) to determine if the name is already in use.

Fee and Mailing Information

\$100 License Fee.

Make check or money order payable to:
Department of Real Estate

Mail To:

Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

Continued on reverse side.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing
Telephone: 877-373-4542

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorize the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (e.g., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).