STATE OF CALIFORNIA — DEPARTMENT OF REAL ESTATE

UNLICENSED OFFICER QUESTIONNAIRE (PRLS)

RE 273 (Rev. 3/03)

GENERAL INFORMATION

- ✔ Please read information on pages 3 & 4 before completing this application.
- ✔ Type or print clearly in ink.

QUESTIONNAIRE

1. CORPORATION NAME

2. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

3. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY	STATE	ZIP CODE

4. DO YOU RESIDE IN CALIFORNIA?
☐ YES ☐ NO IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

5. BUSINESS TELEPHONE	6. RESIDENCE TELEPHONE	7. SOCIAL SECURITY NO. *(See page 4.)*	8. BIRTH DATE

9A. WHAT IS YOUR STATUS WITH THE CORPORATION? ☐ OFFICER ☐ DIRECTOR ☐ SHAREHOLDER	9B. IF SHAREHOLDER IS MARKED YES, LIST PERCENTAGE OF SHARES OWNED.

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 CALIFORNIA?
☐ NO ☐ YES IF YES, COMPLETE 16B–16D.

16B. TYPE OF LICENSE	16C. EFFECTIVE DATE	16D. IDENTIFICATION NUMBER

17A. HAVE YOU EVER BEEN A PRLS AGENT?
☐ NO ☐ YES IF YES, COMPLETE 17B–17C.

17B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION	17C. DATES EMPLOYED *(FROM—TO)*

18. HAS THERE BEEN A CHANGE OF UNLICENSED OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK DURING THE LAST 4 YEARS?
☐ NO ☐ YES IF YES, PROVIDE THE NAMES AND TITLES.

FOR DRE USE ONLY

IDENTIFICATION NUMBER	EFFECTIVE DATE	EXPIRATION DATE	DATE LICENSE SENT
VIOLATION	PRINTS SENT	COPY TO PRLS CONTRACT REVIEWER	PROCESSOR'S NUMBER

- ❖ ***Carefully read and provide detailed answers to questions #19-21.* You must provide a yes or not response to all questions.**
- ❖ “Convicted” as used in Question 20 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail in municipal, superior or federal court. All convictions must be disclosed whether or not the plea or verdict was set aside, the conviction against you was dismissed, or expunged or if you have been pardoned. Convictions occurring while you were a minor must be disclosed unless the record of conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

19A. HAVE YOU EVER HAD A ***DENIED***, ***SUSPENDED***, ***RESTRICTED*** ***OR*** ***REVOKED*** BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? *[DO NOT INCLUDE DRIVER'S LICENSE SUSPENSIONS, ETC.]* ☐ NO ☐ YES **IF YES**, COMPLETE #19B–19F AND #22A–22D. INCLUDE THE DATE ACTION WAS TAKEN, REASON IT OCCURRED, AND (IF APPLICABLE) WHEN ACTION AGAINST YOU WAS TERMINATED.

19B. TYPE OF LICENSE	19C. ACTION (REVOKED, ETC.)	19D. LICENSE EXPIRATION DATE	19E. LICENSE ID NO.	19F. STATE

20. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW? CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY OFFENSE.
☐ NO ☐ YES IF YES, COMPLETE #22 BELOW.

21. ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?
☐ NO ☐ YES IF YES, COMPLETE #22 BELOW.

22. DETAILED EXPLANATION OF ITEMS 19–21. COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. INDICATE WHETHER EACH CONVICTION WAS A MISDEMEANOR OR FELONY AT THE TIME THE CONVICTION OCCURRED. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.
* CODE SECTION VIOLATED (I.E., 484); ** CODE VIOLATED (I.E., PENAL CODE);
*** DISPOSITION (I.E., PROBATION, PAROLE, FINE, LENGTH OF TERM, ETC.)

COURT OF CONVICTION *(Name and Address)*	**ARRESTING AGENCY** *(Name and Address)*	**DATE OF CONVICTION**	**TYPE OF CONVICTION**	*** CODE SECTION VIOLATED**	**** CODE VIOLATED**	***** DISPOSITION**	**CASE NUMBER**
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	☐ Felony ☒ Misdemeanor	484	Penal Code	6 months probation and $200 fine	1234
A.			☐ Felony ☐ Misdemeanor				
B.			☐ Felony ☐ Misdemeanor				
C.			☐ Felony ☐ Misdemeanor				
D.			☐ Felony ☐ Misdemeanor				

Additional Information: Specify which lines you are referring to. (Attach extra sheets if more room is needed. ***Each additional sheet must be signed by applicant.***)

UNLICENSED OFFICER CERTIFICATION

Unlicensed Officer/Director/Shareholder — I certify under penalty of perjury that the answers and statements given in this application are true and correct.

23. SIGNATURE OF UNLICENSED OFFICER/DIRECTOR/SHAREHOLDER ➢	24. DATE

READ AND RETAIN FOR FUTURE REFERENCE

General Information

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Effective August 1, 1998, all applicants for a prepaid rental listing service license, must submit proof that they have legal presence in the United States. 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) before a license will be issued. Please refer to that form for further instructions.
- 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 re-create 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.

Who must complete this application?

Unlicensed Officers/Directors/Shareholders – All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit this application with a completed RE 237.

Licensed Officer – The individual who prepared and signed the Corporation Application (PRLS) [RE 272] is automatically the *licensed designated officer* of the corporation.

Only the “licensed” officer is authorized to sign PRLS licensing documents on behalf of the corporation.

Completion Information

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing this application.

Fingerprint Requirement

One set of classifiable electronic fingerprints is required from every unlicensed officer, director, shareholder owning 25% or more of the corporate stock unless that individual 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 the completed original license application for the corporation and the appropriate license fee.

Fees

Individuals who reside in California will pay a $56 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 calling the Sacramento Office of the Department of Real Estate at (916) 227-0931, or 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.

Sylvan/Identix Fingerprint Centers also provide live scan fingerprint services at over forty locations throughout California. You may call 1-800-315-4507, Monday–Friday, 8:00 A.M. to 5:00 P.M., to schedule an appointment.

Out-of-State Applicants

Individuals 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 residents with the original license application. The $56 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application for the corporation, and license fee.

Mailing Information

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

Privacy Notice

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: (916) 227-0931

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

Social Security Number is voluntary for unlicensed Officer/Directors/Shareholders applicants.

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 other regulatory agencies (e.g., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).