



South Carolina Department of Labor, Licensing and Regulation
South Carolina Real Estate Commission
 110 Centerview Dr. • Columbia • SC • 29210
 P.O. Box 11847 • Columbia • SC 29211-1847
 Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427
 llr.sc.gov/re

BROKER-IN-CHARGE OR BROKER LICENSE BY RECIPROcity APPLICATION

This application is only for Georgia residents who qualified in and hold an active real estate license in Georgia.

Type of License: Broker Broker – in – Charge

Mail the following to the above address:

- **Broker –in- Charge license fee: \$250; or Broker license fee: \$125**, by check or money order made payable to **LLR- Real Estate Commission** (All fees are non-refundable) A returned check fee of up to \$30, or an amount specified by law, may be accessed on all returned funds.
- Legible copy of GA driver’s license or state issued ID
- Copy of your social security card
- Notarized Verification of Lawful Presence (attached)
- Certification of Licensure History from the GA Real Estate Commission (and any other licensed jurisdiction)
- Criminal History Explanation Form, if applicable

- **CRIMINAL BACKGROUND CHECKS REQUIREMENT – Per SC State Law Section 40-57-115:**
 An applicant for licensure as a salesperson, broker, broker-in-charge, property manager or property manager-in-charge in South Carolina must submit to a state fingerprint-based criminal records check, a national fingerprint-based criminal records check, and a social security number-based criminal records check.

Once the application has been received, the applicant will receive specific instructions from the South Carolina Real Estate Commission Board (SCREC) via email on how to have a fingerprint-based check processed. Do not have fingerprints processed until these instructions are sent directly from the SCREC.

To have the social security number based check processed, visit <https://srandi.com/authorize.aspx?P=R52SG9> and follow the instructions provided on the website. The criminal history results will be transmitted directly to the SCREC.

PERSONAL INFORMATION

Legal Name: _____ Maiden Name: _____

Home Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different than above)

Date of Birth: _____ Social Security: _____ Phone: _____

Email: _____

For Statistical Purposes: Sex: M F Race (For statistical purposes only): _____

OFFICE INFORMATION

Company Name: _____ Office Code: _____
(Name of company that you intend to operate/be licensed with.) (If pre-existing SC Office)

Street Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different than above)

Office PH: _____

EMPLOYING BROKER-IN-CHARGE ACKNOWLEDGMENT

Applies to Broker Applicants Only:

I hereby certify that the individual named above will be employed by this company and will work under my supervision and that I am liable for his/her actions while licensed with this company. If the applicant should sever his/her employment with me, I will immediately advise the SC Real Estate Commission and give the reason thereof.

Company Name: _____

Office Code (Required): _____

Date: _____

Signature of Broker-In-Charge

REAL ESTATE EXPERIENCE

State in which you are currently licensed (for reciprocity): Georgia

(a) Please list any other states in which you have previously or currently hold a Real Estate license (if needed, attach additional sheet to list all):

State: _____ Dates Licensed (from-to): _____

State: _____ Dates Licensed (from-to): _____

State: _____ Dates Licensed (from-to): _____

(b) You will need to attach or have the applicable State Board mail in the **Certificates of Licensure** from each state in which you are currently or were previously licensed in during the past five (5) years. Certificates must be dated within the past 6 months.

DISCIPLINARY QUESTIONS

1. Have you ever been denied a license/registration to practice a profession or occupation in South Carolina or in any other state or has any disciplinary action been taken against your license in South Carolina or in any other state? (If yes, explain on a separate sheet and provide copies of any related disciplinary Orders) YES NO

2. Have you ever been convicted of or pled guilty or nolo contendere to a crime (other than a minor traffic offense)? If yes, attach the completed Criminal History Explanation form. Include all pertinent information such as charges, dates, locations and sentences YES NO

PRIVACY ACT DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security 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.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

ATTESTATION

- **I certify** that all statements contained herein are true and correct to the best of my knowledge. I further understand that the information provided or in connection with this application may be investigated and verified, and false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.
- **I hereby represent** and warrant to the Commission that I will, at all times, comply with the South Carolina Real Estate License Law and Regulations.

These statements are for Broker-in-Charge applicants only:

- **I hereby authorize** a representative of the Real Estate Commission to inspect all records that I may have pertaining to the real estate brokerage firm; including my trust or escrow account and bank records of such trust or escrow account.
- **I hereby affirm** that I have established an escrow account in a bank authorized to do business in South Carolina and that I understand I am responsible for the maintenance of this account. List name and address of bank (**required**).

Bank Name: _____

Bank Address: _____

Signature

Print Name

Date

OUT OF STATE APPLICANTS ONLY

CONSENT TO JURISDICTION AND SERVICE OF PROCESS

The undersigned applicant for a license with the South Carolina Real Estate Commission, being a non-resident of the State of South Carolina, does hereby irrevocably consent that if any action arises against the undersigned growing out of undersigned's acts or omissions as a real estate licensee 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.

Applicant Signature

Sworn and Subscribed before me this _____ day of _____, 20____

Notary Signature

Print Notary Name

Notary Public or

Commission Expiration Date



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SC REAL ESTATE COMMISSION CRIMINAL HISTORY EXPLANATION FORM

If you have been convicted, pled guilty, or pled no contest to a crime other than a minor traffic offense, you must complete this form and submit it with your application. Failure to provide this information will result in your application being incomplete and unable to be processed.

Fingerprint SLED and FBI criminal background checks will be required after the submission of your application to verify criminal history. Instructions for obtaining the fingerprint background checks will be sent after your application has been received. Failure to accurately disclose criminal history is potential grounds for denial of licensure or disciplinary action. Additional copies of this form may be submitted if needed to fully disclose.

Applicant Name (please print): _____

Offense(s): You must provide a detailed statement of the events surrounding the crime(s), including all pertinent information (such as charges, dates, locations, and sentences). Provide copies of any court documents or records showing the final disposition of these offenses. Attach additional pages or copies of this form if necessary.

Sentencing Completion Information: As provided below, indicate the resulting sentences or penalties from the above convictions and indicate whether have been completed or satisfied.

Attach copies of supporting documentation regarding completion of sentencing or probation, status of sentencing, or proof of payment/payment scheduling for any required restitution or fines.

Were you incarcerated? Yes No If yes, indicate the dates: _____

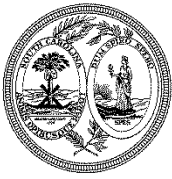
Were you put on probation? Yes No If yes, indicate the dates: _____

Were you put on parole? Yes No If yes, indicate the dates: _____

Fines Amount: _____ Paid? Yes No Date: _____ Scheduled? Yes No

Restitution Amount: _____ Paid? Yes No Date: _____ Scheduled? Yes No

Pardon Pardon Date: _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest 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.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)