

## Instructions for Real Estate Attorney Applicants

### Requirements:

- **Written Examination:** All attorney applicants who do not have an active real estate license in another state are required to take both portions of the CT Real Estate Examination. Applicants with an active real estate license in another state are required to take the State Portion of the CT Real Estate Licensing Examination.
- **Education:** Real estate courses will be considered from your law school, any other college, university, or professional real estate school. An original transcript from each institution is required. *No correspondence courses or online courses are acceptable.*
- **Certification of License History:** A certification of license history/license verification is required from the licensing authority in every state in which you currently hold or have held a real estate license.
- **Salesperson Applicants:** Your supervising broker must have an “active” Connecticut license. Supervision is not required to take the examination.
- **Broker Applicants:** Must also complete a 15 hr. Real Estate Broker Principles and Practices course *or* request an exemption based on your experience in real estate closings as a regular part of your law practice *and* have a minimum of two (2) years of licensed real estate experience as a salesperson in this state *or* have an active license as a broker in another state.

### Fees:

- **Salesperson Application Fee: \$80.00** (\$570.00 initial license fee and \$20.00 guaranty fund fee will be due upon the successful completion of the examination)
- **Broker Application Fee: \$120.00** (\$1,130.00 initial license fee and \$20.00 guaranty fund fee will be due upon the successful completion of the examination)

A check or money order in the amount indicated above made payable to “**Treasurer, State of Connecticut**” must accompany the application. Application fees are non-refundable.

### Examination:

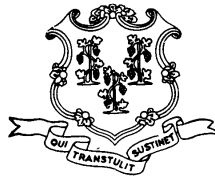
- The Department will review your application to determine your eligibility.
- After your application is reviewed and approved, you will receive instructions to register and schedule the examination.

### Broker Business Entities:

If you plan to do business as a business entity (LLC, Partnership or Corporation.) you must obtain a broker license in the name of the entity. Follow these application procedures first; *after* you have passed the CT Broker Licensing Examination go to [www.ct.gov/dcp](http://www.ct.gov/dcp) and download and complete the New Broker Business Entity Application.

➔ Return your completed application, documentation, and applicable fee to:

Department of Consumer Protection  
License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103



**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103  
Email: [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov)  
Website: [www.ct.gov/dcp](http://www.ct.gov/dcp)

**Real Estate Attorney Application**

Please check (✓) the license type you are applying for:  **Salesperson: \$80.00**  **Broker: \$120.00**

**Section I: Applicant Information**

First Name		Middle Initial	Last Name	
Street Address		City	State	Zip Code
Telephone Number	Email Address to be used for all correspondence		Social Security Number*	Date of Birth
Mailing Address (if different from above)		City	State	Zip Code

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS17b-137a.

**Section II: Professional & Criminal History**

1. Do you currently hold, <i>or</i> have held a real estate license in any State or D.C.? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> If Yes, list all states, license numbers and type of license: _____ <i>Attach an original certification of license history/verification you received from each state in which you have or had a real estate license</i>
2. Have you ever been convicted of a felony? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> If Yes, attach a detailed statement providing the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances.
3. Have you ever been convicted of a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offense? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> If Yes, attach a detailed statement providing the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances.
4. Have you ever had a real estate license refused, suspended, revoked, <i>or</i> has a complaint ever been filed against you with any state licensing authority? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> If Yes, attach a detailed statement providing the state(s) and the details regarding the type of complaint or action taken.
5. Do you agree to immediately return any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

**Section III: Real Estate Education & Experience**

Applicants must provide original law school transcripts and course certificates for review and consideration.

**Salesperson & Broker Applicants:**

- Real Estate Principles & Practices course. Course Name/Number: \_\_\_\_\_

**Broker Applicants:**

In addition to the above, broker candidates must meet all of the requirements below:

- Real Estate Broker Principles & Practices course (15 hrs.) Course Name/Number: \_\_\_\_\_ **OR**
  - I wish to request an exemption of the Real Estate Broker Principles & Practices course as I engage in real estate closings as a regular part of my law practice.  **YES**  **NO** If Yes, attach a sworn affidavit confirming you engage in real estate closings as a regular part of your law practice. If No, you must attach the 15 hr. Real Estate Broker Principles and Practices course certificate.
- AND**
- Must have a minimum of two (2) years of licensed real estate experience as salesperson in this state ***or*** have an active license as a broker in another state to apply for the broker license.

**Section IV: Consent for Service for all Non-CT Residents**

The undersigned \_\_\_\_\_ county of \_\_\_\_\_  
*Printed Name of Applicant*

State of \_\_\_\_\_ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut, in accordance with Connecticut General Statutes, Section 20-317(b).

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**Section V: Attestation - All Applicants**

I, \_\_\_\_\_ being duly sworn according to law, hereby affirm that the answers given in t  
*Printed Name of Applicant*  
this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a real estate license.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Please be sure you have read and understood all licensing requirements, rules, and regulations available on our website at [www.ct.gov/dcp](http://www.ct.gov/dcp) prior to mailing this application. Application fees are non-refundable. Incomplete applications will result in delay in the processing of your application.

**➔ Return your completed application, documentation, and applicable fee to:**

**Department of Consumer Protection  
License Services Division  
450 Columbus Blvd, Ste. 801  
Hartford, CT 06103**