

# PRLS INDIVIDUAL LICENSE APPLICATION

RE 271 (Rev. 7/18)

## GENERAL INFORMATION

- This form is to be used by *individual* applicants only. Corporation applicants must use Corporation Application (RE 272). ➤ **Read page 3 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? <input type="checkbox"/> YES <input type="checkbox"/> 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 OR INDIVIDUAL TAXPAYER ID NUMBER.	9. BIRTH DATE
10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, LIST NAME(S) USED: _____			
11. HEIGHT	12. WEIGHT	13. EYE COLOR	14. HAIR COLOR
			15. GENDER <input type="checkbox"/> M <input type="checkbox"/> F
16A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO    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 <input type="checkbox"/> RE 256 ON FILE <input type="checkbox"/> RE 256 ATTACHED	ID# — DRE USE ONLY

## BACKGROUND INFORMATION

Carefully read and provide detailed and accurate answers to questions 18-23 on page 2. You must provide a "yes" or "no" response to all questions. Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 18 on page 2 includes:

- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- Convictions expunged under Penal Code section 1203.4 or equivalent non-California statute **must still be disclosed**.
- Convictions must be disclosed no matter how long ago they occurred and whether the convicted person was a minor (under 18 years of age, if tried as an adult).

**Exceptions to "Convicted": DO NOT DISCLOSE**

- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

## 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

**BACKGROUND INFORMATION (CONT.)**

- 18. HAVE YOU EVER BEEN CONVICTED (SEE PARAGRAPH ON PAGE 1) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? IF YES, COMPLETE ITEM 24 WITH INFORMATION ON EACH CONVICTION.....  YES  NO
- 19. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? IF YES, COMPLETE ITEM 24.....  YES  NO
- 20. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA, OR ANY OTHER STATE? IF YES, COMPLETE ITEM 25.....  YES  NO
- 21. ARE THERE ANY DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? IF YES, COMPLETE ITEM 25.....  YES  NO
- 22. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? IF YES, COMPLETE ITEM 26.....  YES  NO
- 23. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? IF YES, COMPLETE ITEM 25 AND 26.....  YES  NO

**CONVICTION DETAILS**

**24. DETAILED EXPLANATION OF ITEM 18, AND/OR 19. IF NEEDED EXPLANATION MAY BE PROVIDED IN ITEM 26.**

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

\*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)    \*\*CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)    \*\*\*DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC-TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<i>Example:</i> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
24A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

**25. DETAILED EXPLANATION OF ITEM 20, 21, AND/OR 23. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 26.**

25A. TYPE OF LICENSE	25B. LICENSE ID NO.	25C. LICENSE EXPIRATION DATE	25D. STATE
25E. ACTION (revoked, etc.)	25F. DATE OF ACTION	25G. DATE ACTION TERMINATED	25H. CODE SECTION VIOLATED

**26. 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.**

**APPLICANT CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that the foregoing answers and statements given in this application are true and correct, that at the time of license issuance I will be 18 years of age or older, that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a Prepaid Rental Listing Service licensee. I understand that the Department of Real Estate cannot refund or transfer the fees submitted with this application if I fail to qualify for the license for any reason or withdraw this application. I understand that it is my obligation to notify the Department within 30 days in writing or by filing form RE 238 of any conviction, indictment or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government that occur subsequent to my filing this application pursuant to Business and Professions Code Section 10186.2.

27. SIGNATURE OF APPLICANT (MUST BE ORIGINAL SIGNATURE)	28. DATE
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**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.
- 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. 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.

**Fingerprint Fees**

Original license applicants who reside in California will pay a \$49 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)**

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of

fingerprint service providers by visiting the Department of Justice's Web site at [www.ag.ca.gov](http://www.ag.ca.gov). Please note that the hours of operation for each provider may vary and an appointment may be required.

**Out-of-State Applicants**

Out-of-state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at **877-373-4542**. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed exam/license application, exam/license application fee, and \$49 fingerprint processing 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.

**License Application Fees**

Refer to form RE 254 PRLS License Information for information on fees.

**Mailing Information**

Submit the following documents before the license expiration date:

- ♦ PRLS license application
- ♦ License application fee
- ♦ If appropriate, submit rider to bond, Additional Location Application (RE 274)

**Make check or money order payable to:**

Department of Real Estate

**Mail to:** Department of Real Estate  
P.O. Box 137000  
Sacramento, CA 95813-7000

**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 Assistant Commissioner  
1651 Exposition Blvd. Licensing & Administration  
Sacramento, CA 95815 Telephone: 877-373-4542

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

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

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 Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses 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 (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).