

## EXPERIENCE REQUIREMENT FOR KANSAS REAL ESTATE BROKER APPLICANTS

**Pertinent Statutes** - A complete list of statutes and regulations is available at [www.krec.ks.gov](http://www.krec.ks.gov).

**K.S.A. 58-3039(d)** – Broker applicants must be actively engaged in activities requiring a Kansas license for at least two of the last three years.

**K.S.A. 58-3035(f)** - Describes activities that require a Kansas license.

### EXPERIENCE POINTS

The Commission delegated authority to KREC staff to approve applications that obtain a minimum number of transaction points. Applications that do not meet the points requirement will be referred to the Commission for review.

YEARS LICENSED	TRANSACTION POINTS WITHIN THE LAST 3 YEARS	LICENSE STATUS
3 years or more	30 or more	Unrestricted
More than 2 years but less than 3	40 or more	Unrestricted
More than 2 years but less than 3	20 to 39	Restricted**

\*\* The restriction would prohibit supervision of any KS licensees. To request the restriction be lifted, a written petition must be submitted with new experience/education for consideration by the Commission.

- 3 points per closed commercial or agricultural land real estate transaction over \$1,000,000.
- 1 point per closed transaction all other real estate transaction types.
- **No points** for transactions as a residential property manager.
- **Applicant can include points if they were the supervising broker and the transaction was completed by an affiliated licensee under their supervision. No points** for transactions as part of team or group if licensee's name is not on the purchase contract.
- **Maximum of 10 points** for transactions with personal interest.

### RESUME INSTRUCTIONS

(For applicants who do not meet points requirement)

Attach a resume detailing your education, employment history, position descriptions, and any real estate related activities or designations that reflect your background and scope of experience which would help you to perform the duties required of a Kansas Real Estate Broker. Include any supervisory experience.

Include information on any certificates, college degrees or advanced degrees; indicate your minor/major and any real estate related courses (do not include pre-license and continuing education).

An approximate count of any completed real estate transactions that occurred more than three years ago may also be included.

If applicable, provide a description of your experience in any of the following professions with the average number of transactions, transaction files, activities, affiliated licensees, students, courses or cases per year.

Appraiser	Attorney with Real Estate Experience	Builder OR Developer
Closing Officer	Corporate Lease or Acquisition Manager	Investor
Mortgage Broker or Lender	Real Estate Educator	Transaction Manager or Admin
Real Estate Trainer (in-house)	Supervising Broker	Team Member
Title Examiner		

**Applicant Name:**

**LICENSE HISTORY**

Use the chart below to list all states in which you currently or have previously held a real estate license. Attach a current license history from each jurisdiction indicating how the license was obtained (exam or reciprocity), current status and whether disciplinary action was ever imposed. A copy of your license or screen print from the State’s website is not permissible.

State	License Type	Dates of Licensure	Total Years and Months Licensed

**TRANSACTION HISTORY**

Fill in the information below regarding transactions you have completed within the last 3 years. Do not include residential leases.

1. How many Commercial or Agricultural Land transactions over \$1,000,000 have you completed? \_\_\_\_\_
  - 1a. Of these, how many were personal interest transactions? \_\_\_\_\_
  
2. How many other transactions have you completed? (residential and industrial sales, commercial leases, commercial and agricultural land transactions under \$1M) \_\_\_\_\_
  - 2a. Of these, how many were personal interest transactions? \_\_\_\_\_

**YOU MUST ATTACH DOCUMENTATION** to support the number of completed transactions indicated in the chart above and identify your role as listing agent or selling agent. **Attach the Broker Transaction Log (downloaded from <https://krec.ks.gov/forms>) OR Agent/Residential Full Detail MLS sheets. Single Line, Agent Productivity and Inventory Reports from your MLS are not permissible; Thumbnail Detail Reports will not be accepted.**



Erik Wisner, Executive Director

Laura Kelly, Governor

<b>Applicant Name:</b>	
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<b>ADDITIONAL INFORMATION</b>
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<b>WHY ARE YOU SEEKING BROKER LEVEL LICENSURE? Use the box below to tell us.</b>
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<b>WHAT ARE YOUR IMMEDIATE AND LONG-RANGE PLANS? If you will act as a supervising or branch broker, indicate whether you plan to supervise any Kansas Licensees and how you will ensure all advertising and transaction files will remain in compliance.</b>
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<b>EXPLAIN ANY CIRCUMSTANCES THAT CAUSED A LIMITED NUMBER OF COMPLETED TRANSACTIONS WITHIN THE LAST THREE YEARS. If you meet the points requirement, leave blank or write "N/A".</b>
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<b>APPLICANT SIGNATURE</b>
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*I hereby certify that the information provided in this application is true and correct and that the Kansas Real Estate Commission may rely on its truthfulness. I agree to abide by all provisions of the Kansas real estate license law with respect to any Kansas real estate activities and submit to the jurisdiction of the Commission and the state of Kansas in all matters relating thereto.*

<b>SIGNATURE:</b>	<b>DATE:</b>

<b>Email or fax this form with license application, MLS or Transaction Log, supporting documents and payment information to:</b>	<b>If you prefer, you may send your documents via US Mail:</b>
Email: <a href="mailto:krec@ks.gov">krec@ks.gov</a> Fax: 785-296-1771	Kansas Real Estate Commission Jayhawk Tower 700 SW Jackson St Ste 404 Topeka, KS 66603

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