

**EXPERIENCE REQUIREMENT FOR  
KANSAS REAL ESTATE BROKER APPLICANTS**

**Pertinent Statues**

**K.S.A. 58-3039(d)(1)** – Broker applicants must be actively engaged in activities requiring a Kansas license for at least two of the last five years.

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

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

**RESUME INSTRUCTIONS**

**Attach a resume** reflecting 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 major/minor and any real estate related courses.

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

If applicable, 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	Investor	Supervising Broker
Attorney with real estate experience	Mortgage Broker or Lender	Team Member
Builder or Developer	Real Estate Educator	Title Examiner
Closing Officer	Transaction Manager or Administrator	
Corporate Lease or Acquisition Manager	Real Estate Trainer (in-house)	

**License History**

Indicate below all states in which you now hold, or have ever held, a real estate license. Attach a current certification of license history reflecting how your license was obtained (education and exam, reciprocity, etc.) and whether any disciplinary action was ever imposed. A photocopy of your license or a screen print from the State's website cannot be used in lieu of the certified document.

Name: \_\_\_\_\_

Type of License (Broker or Salesperson) <i>Indicate level of Broker license if applicable</i>	State	Dates of Licensure (indicate any inactive time) From - To	Number of Years and Months Licensed

If you have ever been engaged in the real estate business without a license, or when a license was not required, please describe the activity including the date range and the state in which the activity occurred. Indicate "N/A" if not applicable.

Indicate why you are seeking the broker level of licensure.

Indicate your immediate plan and any long-range plans to act as a supervising broker, branch broker, or associate broker.

If your immediate plan is to act as a supervising broker or branch broker, indicate whether you plan to have any Kansas licensees affiliated with the office, and if so, how you will ensure all advertising and transaction files handled by you or your affiliated licensees will remain in compliance.

Name: \_\_\_\_\_

Use the charts below to provide a count of the number of transactions by year for the last five years. Your involvement in both sides of the transaction only counts as one transaction. Do not include residential leases.

**C-Completed P-Pending F-Failed E-Expired**

**Agency or brokerage relationship transactions** where you represented a client or had a transaction brokerage relationship (or disclosed dual agent relationship in another state).

Year	2012				2013				2014				2015				2016-2017				
	C	F	E		C	F	E		C	F	E		C	P	F	E		C	P	F	E
Residential																					
Agricultural																					
Industrial																					
Commercial sales																					
Commercial leases																					
Commercial development																					
<b>TOTAL</b>																					

**You must ATTACH documentation** to support the number of completed transactions indicated in the chart above and to identify your role as listing agent, selling agent, or transaction broker. The report should include details such as the property location, price, contract date, sale date, and property type. You may attach MLS reports and/or KREC experience forms (downloaded from [www.krec.ks.gov/form](http://www.krec.ks.gov/form)), as documentation.

**Personal Interest transactions** where you bought or sold your personal residence or an investment property, or bought, sold or leased an agricultural, industrial, or commercial property owned in whole or part by you.

Year	2012				2013				2014				2015				2016-2017				
	C	F	E		C	F	E		C	F	E		C	P	F	E		C	P	F	E
Residential																					
Agricultural																					
Industrial																					
Commercial sales																					
Commercial leases																					
Commercial development																					
<b>TOTAL</b>																					

**You must ATTACH documentation** to support the number of completed transactions indicated in the chart above and to identify your role as listing agent or selling agent. The report should include details such as the property location, price, contract date, sale date, and property type. You may attach MLS reports and/or KREC experience forms (downloaded from [www.krec.ks.gov/form](http://www.krec.ks.gov/form)) as documentation.

Name: \_\_\_\_\_

**Explain any circumstances that caused a limited number of completed transactions within the last five years.**

**SIGNATURE**

*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.*

\_\_\_\_\_  
**Applicant's Signature**

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

**Send with resume, MLS or transaction log, license application, supporting documents, and fees to:**

Kansas Real Estate Commission  
Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka KS 66603-3785

Email: [krec@ks.gov](mailto:krec@ks.gov)

Fax: 785-296-1771