



LICENSE RECOGNITION APPLICATION AND LICENSE ISSUANCE CHECKLIST

I currently have the following type of License in my resident jurisdiction:

Please select one of the following and submit the documents in the applicable sections below:

- I am a Salesperson (submit items listed in Section A and C)
- I am an Associate Broker (submit items listed in Sections A and C)
- I am a Designated Broker (submit items listed in Sections A and D)
- I am an Inactive Salesperson (submit items listed in Section A and B)
- I am an Inactive Broker (submit items listed in Sections A and B)

A. APPLICATION ITEMS NEEDED FOR ALL APPLICATIONS

You will need to submit the following items to the Commission Office:

- Application Form – make sure the form is complete and all of the questions are answered fully.
 - Real Estate Broker Application: <https://nrec.igovsolution.net/online/initial/initial.aspx?id=9>
 - Real Estate Salesperson Application: <https://nrec.igovsolution.net/online/initial/initial.aspx?id=14>
- Create Your Applicant Portal - a checklist is available on your portal, once you have submitted your online application form, to review and follow updated items necessary to get licensed <https://nrec.nebraska.gov/licensing-forms/portainfo.html>
- Remit the Application Fee - see current fees located on our website at: <https://nrec.nebraska.gov/licensing-forms/fees.html>
- Photo - Submit a photograph which meets the following criteria: head-and-shoulders photo of the applicant only, at least 2" x 2" in size, which was taken within the last year. Snapshots and digital photographs are acceptable if they meet these criteria. Do not include copies of your driver's license or passport.
- Submit the Acknowledgement of Personal Jurisdiction – form located at: <https://nrec.nebraska.gov/pdf/forms/PERJURIS.pdf>
- Submit a Certification of Licensure History - file with the Commission a duly certified copy of the license issued to the applicant by his or her resident regulatory jurisdiction or provide verification of such licensure to the commission, such as a Certification of License History, verifying that the applicant's license is current and in good standing
- Nebraska License Law Course #0604R - course completion verification received electronically from the education provider. Course information is located at: <https://nrec.nebraska.gov/licensing-forms/coursereq.html>
- Criminal Background Report form the Nebraska State Patrol – one you submit your fingerprint cards to NSP, this will take approximately 4-6 weeks to be completed. We will notify you when received.
- The original application form and application fees are valid for only one year from the date of receipt in our office.

B. I WOULD LIKE MY LICENSE ISSUED ON INACTIVE STATUS

Applicants who want their initial Nebraska license issued on inactive status until an employing broker can be found need to submit the following items to the Commission office:

- Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website at: <https://nrec.nebraska.gov/licensing-forms/fees.html>
- Submit the License Issuance Form – signed by applicant which requests that the license be issued on inactive status. The form is on our website at: <https://nrec.nebraska.gov/pdf/forms/absaissuance.pdf>

C. License Issued to a Broker (Salesperson or Associate Broker):

Applicants who will be performing licensed activities as a salesperson or associate broker (broker licensee working for an employing broker) in Nebraska need to submit the following items to the Commission office:

- Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website at: <https://nrec.nebraska.gov/licensing-forms/fees.html>
- Submit the License Issuance Form - signed by applicant, agreeing to be employed by the broker and the employing broker, agreeing to employ the applicant as a salesperson or associate broker. The form is located on our website at: <https://nrec.nebraska.gov/pdf/forms/absaissuance.pdf>
- Errors & Omissions Insurance Coverage – information and forms are located on our website: <https://nrec.nebraska.gov/licensing-forms/eoinformation.html>
 - If you obtain Errors & Omission insurance through a plan other than the Commission-offered plan, you must submit a [Certification of Equivalent Coverage form](#) completed by the insurer.
 - If you enroll in the [Commission-offered plan](#), the insurer will provide verification of coverage to the Real Estate Commission after your application and premium have been processed. **Verification of the insurance coverage must be received by the Real Estate Commission office before the active license will be issued.** Please allow at least 7-10 days for verification from Insurer.

D. License Issued as a Designated Broker (other than Associate Brokers)

Applicants who will be performing licensed activities as a designated or supervising broker (broker licensee NOT working for another broker) in Nebraska need to submit the following items to the Commission office:

NOTE: Your license in Nebraska is based off your license in your resident jurisdiction, therefore, you must be licensed to do business in the same manner.

___ Remit the appropriate License Issuance Fee – the fee is required once all items needed to issue the license have been received. See current fees located on our website at: <https://nrec.nebraska.gov/licensing-forms/fees.html>

___ Submit the License Issuance Form - signed by applicant, agreeing to be employed by the broker and the employing broker, agreeing to employ the applicant as a salesperson or associate. The form is located on our website at: <https://nrec.nebraska.gov/pdf/forms/dbissuance.pdf>

___ Errors & Omissions Insurance Coverage – information and forms are located on our website: <https://nrec.nebraska.gov/licensing-forms/eoinformation.html>

- If you obtain Errors & Omission insurance through a plan other than the Commission-offered plan, you must submit a [Certification of Equivalent Coverage form](#) completed by the insurer.
- If you enroll in the [Commission-offered plan](#), the insurer will provide verification of coverage to the Real Estate Commission after your application and premium have been processed. **Verification of the insurance coverage must be received by the Real Estate Commission office before the active license will be issued.** Please allow at least 7-10 days for verification from Insurer.

___ Submit the [Survey to Address the Presumption](#), if applicable. If your principle business will be in something other than real estate and you wish to supervise affiliated licensees, you will be required to overcome the presumption cited below:

"It shall be presumed that a duly licensed broker whose principal business is other than that of a real estate broker is unable to supervise licensed employees and said broker shall not be allowed to employ a real estate salesperson or an associate broker until such presumption is overcome by satisfactory evidence to the contrary."

___ Trust Account Information -

- Open and maintain a Real Estate Trust Account(s) in an authorized financial institution located in Nebraska in the same name as the applicant will be doing business in Nebraska. The [Trust Account Consent To Examine form](#), which was included in the application packet, must be completed for each trust account and submitted to the Commission. **OR**
- Complete and submit the [Commission Approved Trust Account Waiver Form](#) (if applicable)

___ Agency Policy Information

- As a designated broker, please review the Agency Policy information and requirements which are required within 30 days of being licensed located at: <https://nrec.nebraska.gov/licensing-forms/desbrokeragencypolicyinfo.html>
- Review the Nebraska Real Estate Trust Account Manual which is in the License Manual located on our website at: <https://nrec.nebraska.gov/legal/licensemanual.html>

___ **Determine how s/he will be doing business as a broker.** An individual broker may operate in his/her own name (John Jones, Broker or John Jones, Real Estate Broker), under a trade name, as a corporation, as a partnership or as a limited liability company. (**See additional requirements below**)

Indicate the way(s) you will be conducting business to submit the required documents for the entity type(s):

___ I will be doing business under my **Own Name** (no additional documents are required to be submitted)

___ I will be doing business under my **Corporation or Professional Corporation (PC)**(submit items listed in Section 1)

___ I will be doing business under my **Limited Liability Company** (submit items listed in Section 2)

___ I will be doing business under my **Trade Name** (submit items listed in Section 3)

___ I will be doing business under my **Partnership, LP or LLP** (submit items listed in Section 4)

1. Doing Business As A Corporation Or A Professional Corporation (PC)

___ Register the Certificate of Authority to Transact Business in the State of Nebraska form with the Nebraska Secretary of State.

___ Submit a copy of the certified Certificate of Authority to the Commission.

___ Officers, home addresses & title for each listed – provide on a separate piece of paper. Upload to applicant portal is desired.

___ Shareholders & Percentages– provide on a separate piece of paper. Upload to applicant portal is desired.

___ Corporate Subordination Resolution - If the designated broker is not the majority shareholder in the corporation, the Subordination Resolution form, which was included in the application packet, must be completed and submitted to the Commission. (Required **ONLY** if broker owns less than 51%) -

<https://nrec.igovsolution.net/online/Apps/CORPORATIONSUBORDINATIONRESOLUTION>

___ If the corporation will be operating under a trade name, then a trade name filing must also be made in accordance with #3 below.

___ Application for Registration as a Professional Corporation along with the \$25.00 fee (Required **ONLY** if you are a PC) – submit online at: <https://nrec.igovsolution.net/online/Login>

- Professional Corporation filing completed at the Nebraska Secretary of State's office (Required **ONLY** if you are a PC)- once you have filed the professional certificate, verification will be made by our office that it has been properly registered.

2. Doing Business As A Limited Liability Company

_____ Make proper filing with the Nebraska Secretary of State.

- If the LLC will be operated as a **non-resident** LLC, submit a copy of the certified Certificate of Authority to do business in Nebraska and a copy of the Articles of Organization, as approved by the Secretary of State, to the Commission with the application.

_____ Limited Liability Company Subordination Resolution (Required **ONLY** if less than 51% is owned by you)– the form is located at: <https://nrec.igovsolution.net/online/Apps/LIMITEDLIABILITYCOMPANYSUBORDINATIONRESOLUTION>

_____ Submit the Application for Registration as a Limited Liability Company along with the \$25.00 fee -

<https://nrec.igovsolution.net/online/Login> - If the LLC will be operated as an LLC, the [form](#) must be completed and submitted to the Commission, along with the \$25 fee. The Certificate of Registration and the LLC application and attendant documents must then be filed with the Secretary of State.

- Professional Limited Liability Company filing completed at the Nebraska Secretary of State's office - once you have filed the professional certificate, verification will be made by our office that it has been properly registered.

_____ If the LLC will be operating under a trade name, then a trade name filing must also be made in accordance with #3 below

3. Doing Business As A Trade Name

_____ Make proper filing with the Nebraska Secretary of State.

- Submit a copy of the certified trade name registration – approved by the Nebraska Secretary of State's office

_____ Submit a copy of the Affidavit of Publication of Trade Name – or proof of publication in any Nebraska newspaper (this can be supplied to our office after license is issued)

4. Doing Business As A Partnership, LP or LLP

_____ Make proper filing with the Nebraska Secretary of State.

- Submit a copy of the certified Statement of Partnership Authority as a General Partnership (Required for General Partnerships) - approved by the Nebraska Secretary of State's office
- Submit a copy of the certified Statement of Qualification as a Limited Liability Partnership (Required for LLP's)– approved by the Nebraska Secretary of State's office
- Submit a copy of the certified Registration of Foreign LP to Transact Business in Nebraska (Required for Foreign LP's)– approved by the Nebraska Secretary of State's office

_____ Submit the names of the partners and their residence addresses– provide on a separate piece of paper.

_____ Submit the Partner Subordination Resolution (if applicable)- If the partner(s) other than the designated broker, either individually or together, own controlling interest, then the partner(s) must subordinate to the designated broker full authority to operate the real estate business without interference. (required only if broker owns less than 51%) The form is located at:

<https://nrec.igovsolution.net/online/Apps/PARTNERSHIPSUBORDINATIONRESOLUTION>