



Nebraska Real Estate Commission

PO BOX 94667
LINCOLN, NE 68509-4667

PHONE: (402) 471-2004
WEBSITE: nrec.nebraska.gov
EMAIL: realestate.commission@nebraska.gov

LICENSE ISSUANCE CHECKLIST

SPECIAL NOTES FOR RESIDENT APPLICANTS:

- Applicants must complete the licensing process within thirty (30) days of being notified that a passing grade has been received. Where applicable, the required documents should be submitted to our office via the applicant portal, located at: <https://dev-ne-nrec.pantheonsite.io/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf?rtalInfo.html>.
- **Important:** All licensees shall, **within 180 days after license issuance**, complete the 12 hour Real Estate Practice Course #7000. Course information is located at: <https://nrec.nebraska.gov/sites/default/files/doc/Education/postlicenseeducation.pdf>. Course Completion Verification is electronically submitted by the provider. *Note: Course is valid for four years from the date of completion for any license application.

A. Active Salespersons or Associate Brokers

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 - see current fees located on our website at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
- _____ Submit your Passing Score Report (Nebraska Residents)– Score reports are issued by the examination administrator immediately following the examination. Photocopies will be accepted. Uploads to your applicant portal is desired at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- _____ 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 (provided s/he is authorized or has taken Course #6000) The form is located on your portal at our website at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- _____ Errors & Omissions Insurance Coverage – information and forms are located on our website: <https://nrec.nebraska.gov/sites/default/files/doc/License/errorsandomissionsinsuranceinfo.pdf>
 - 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.

B. Inactive Salespersons or Inactive Brokers

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 - see current fees located on our website at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
- _____ Submit your Passing Score Report – Score reports are issued by the examination administrator immediately following the examination. Photocopies will be accepted. Uploads to your applicant portal is desired at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
- _____ Submit the License Issuance Form - signed by applicant which requests that the license be issued on inactive status. The form is located on your portal at our website at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>

C. Active Brokers (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:

- _____ Remit the appropriate License Issuance Fee - see current fees located on our website at:
<https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
- _____ Submit your Passing Score Report – Score reports are issued by the examination administrator immediately following the examination. Photocopies will be accepted. Uploads to your applicant portal is desired at:
<https://nrec.nebraska.gov/sites/default/files/doc/Commission/fees.pdf>
- _____ Submit the License Issuance Form - signed by applicant. The form is located on our website at: The form is located on your portal at our website at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- _____ Errors & Omissions Insurance Coverage – information and forms are located on our website:
<https://nrec.nebraska.gov/sites/default/files/doc/License/errorsandomissionsinsuranceinfo.pdf>
 - 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
- _____ If you will be supervising other licensees, you must complete the 12 hours of post-licensure education for designated brokers - course#6000. Course requirement information is located at: <https://dev-ne-nrec.pantheonsite.io/sites/default/files/doc/Education/designatedbrokereducation.pdf>
- _____ Submit the [Survey to Address the Presumption](#), if applicable. If your principal 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/sites/default/files/doc/Legal/Trust%20Account/DBAgencyPolicy.pdf>
 - Review the Nebraska Real Estate Trust Account Manual which is in the License Manual located on our website at:
<https://nrec.nebraska.gov/legal/commission-statutes-rules-and-regulations-and-other-references>
- _____ **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)**

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

- _____ Make proper filing with the Nebraska Secretary of State.
- _____
 - If a Nebraska corporation, file the Articles of Incorporation with the Nebraska Secretary of State. Submit a copy of the Articles of Incorporation, as filed with the Secretary of State.
 - If a foreign corporation, 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.
- _____ Shareholders & Percentages– provide on a separate piece of paper.
- _____ 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 **resident** LLC, submit a copy of the Articles of Organization, as approved by the Secretary of State, and a copy of proof of publication in any Nebraska newspaper to the Commission with the application.
 - 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.
- _____ 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>