

**EMPLOYMENT VERIFICATION**

RE 226 (Rev. 9/17)

**FOR LICENSED REAL ESTATE EXPERIENCE ONLY.**

**Please read instructions on reverse side before completing this form.**

**EMPLOYMENT VERIFICATION**

1. APPLICANT'S NAME — LAST, FIRST & MIDDLE	2. APPLICANT'S RE LICENSE ID#
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3. APPLICANT'S MAILING ADDRESS — STREET ADDRESS, CITY, STATE AND ZIP CODE

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4. LIST NUMBER OF TRANSACTIONS COMPLETED DURING THE TIME SPECIFIED ON ITEM #10.  
(NOTE: IF LOW OR NO VOLUME IS LISTED BELOW, A DETAILED EXPLANATION MUST BE PROVIDED - SEE ITEM #6)

PROPERTIES LISTED	SALES	TRADES	LEASES
SECURITIES SALES	MORTGAGE LOANS	SYNDICATES	RENTALS

5. APPROXIMATE EARNINGS (IF NO EARNINGS, A SIGNED STATEMENT MUST BE PROVIDED EXPLAINING WHY NO EARNINGS).

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6. DETAILED EXPLANATION OF TYPE OF LICENSED REAL ESTATE EXPERIENCE IF TRANSACTION(S) NOT LISTED ABOVE.  
(ATTACH ADDITIONAL SHEETS IF NECESSARY. ATTACHMENTS MUST BE SIGNED BY CERTIFYING BROKER).

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7. DID APPLICANT HAVE OTHER EMPLOYMENT OR BUSINESS ACTIVITY?       YES       NO      IF YES, EXPLAIN

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8. WORK TIME DEVOTED	9. HOURS PER WEEK	10. CONTINUOUS EMPLOYMENT CERTIFICATION (MM/DD/YY)
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		FROM _____ TO _____

**Certification**

*I hereby certify to the nature and scope of applicant's activities while employed by me as a salesperson. Realizing that a false certification is basis for suspension or revocation of my license under Sections 10177(a), 10177(f), and 10177(h) of the Real Estate Law, I certify under penalty of perjury that the foregoing is true and correct.*

SIGNATURE OF CERTIFYING <b>BROKER</b>	DATE
➤ PRINTED NAME OF CERTIFYING <b>BROKER</b>	BROKER'S RE LICENSE ID#
COMPANY OR CORPORATION NAME (IF ANY)	BUSINESS TELEPHONE NUMBER (       )
BUSINESS ADDRESS	

### **Instructions**

- Read this form carefully before completing all information in full and signing.
- This form is to be submitted with the Broker Examination Application (RE 400B) and the proper broker examination fee.
- Items #1–10 are to be completed by the employing broker of the applicant. If form fields are left blank, this will cause delays in processing.
- Type or print clearly in ink.
- If you electronically re-create 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.
- Poor photocopies (distorted, light, etc.) or illegible fax copies are not acceptable.

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### **Full Time Experience**

Under the Real Estate Law, an applicant for broker license must have at least two years of *active full-time licensed experience* as a real estate salesperson performing activities requiring a license or the equivalent. The experience must be gained during the five-year period immediately preceding the date of application. Possession of a salesperson license without actual licensed experience is not sufficient to meet the experience requirement. Experience completed while in a No Broker Affiliation (NBA) status will not be accepted.

Full time experience means at least 40 hours per week. If applicant worked less than 40 hours per week, credit is granted on a prorated basis. Time is not awarded if applicant devoted less than 10 hours per week. If applicant had any other employment, it must be set forth where indicated even though 40 or less hours are devoted to an employing broker.

Applicants who claim low or no transaction volume may require additional explanations be provided to the Bureau, including an explanation from the employing broker as to the reason(s) for the low or no volume.

Applicants who are licensed in another state(s) must use this form, listing the state(s) they are licensed in and providing all other relevant information requested on the form.

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### **Equivalent Experience**

Applications for equivalent experience by an unlicensed person must be submitted on an Equivalent Experience Verification (RE 227) form. Refer to the *Instructions To License Applicants* brochure or the Bureau's website for more information.

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### **Employment Certifications**

If it is impossible to secure certifications of employment from former employing brokers, the applicant must complete the Employment Verification (RE 226) in full and indicate the reason why applicant could not obtain broker's signature in the space labeled "Signature of Certifying Broker" (i.e., deceased, litigation, etc.). The applicant must also attach *at least two* Employment Certification forms (RE 228) from persons in a position to attest to applicant's experience and activity with that employing broker. ***Out-of-state brokers who are self-employed must also use this format, since we cannot accept an applicant's own verification.***

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