

# PRLS UNLICENSED OFFICER QUESTIONNAIRE

RE 273 (Rev. 1/16)

## GENERAL INFORMATION

- Please read information on page 3 before completing this application.
- Type or print clearly in ink.

## QUESTIONNAIRE

1. CORPORATION NAME			
2. NAME OF APPLICANT (LAST, FIRST & MIDDLE)			
3A. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX			
3B. CITY		3C. STATE	3D. ZIP CODE
4. DO YOU RESIDE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO      IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH CalBRE.			
5. BUSINESS TELEPHONE	6. RESIDENCE TELEPHONE	7. SOCIAL SECURITY OR INDIVIDUAL TAXPAYER ID NUMBER	8. BIRTH DATE
9A. WHAT IS YOUR STATUS WITH THE CORPORATION? <input type="checkbox"/> OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/> SHAREHOLDER		9B. IF SHAREHOLDER IS MARKED YES, LIST PERCENTAGE OF SHARES OWNED.	
10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)? <input type="checkbox"/> YES <input type="checkbox"/> NO      IF YES, LIST NAME(S) USED.			
11. HEIGHT	12. WEIGHT	13. EYE COLOR	14. HAIR COLOR
15. GENDER <input type="checkbox"/> M <input type="checkbox"/> F			
16A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO      IF YES, COMPLETE 16B–16D.			
16B. TYPE OF LICENSE		16C. EFFECTIVE DATE	16D. IDENTIFICATION NUMBER
17A. HAVE YOU EVER BEEN A PRLS AGENT? <input type="checkbox"/> YES <input type="checkbox"/> NO      IF YES, COMPLETE 17B–17C.			
17B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION			17C. DATES EMPLOYED
18. HAS THERE BEEN A CHANGE OF UNLICENSED OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK DURING THE LAST 4 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO      IF YES, PROVIDE THE NAMES AND TITLES.			

## CaIBRE USE ONLY

IDENTIFICATION NUMBER	EFFECTIVE DATE	EXPIRATION DATE	DATE LICENSE SENT
VIOLATION	PRINTS SENT	COPY TO PRLS CONTRACT REVIEWER	PROCESSOR'S NUMBER

**BACKGROUND INFORMATION**

Carefully read and provide detailed and accurate answers to questions 19-24 below. You must provide a "yes" or "no" response to all questions, Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 19 below includes:

- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- Convictions expunged under Penal Code section 1203.4 or equivalent non-California statute **must still be disclosed**.
- Convictions must be disclosed no matter how long ago they occurred and whether the convicted person was a minor (under 18 years of age, if tried as an adult).

**Exceptions to "Convicted": DO NOT DISCLOSE**

- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

19. HAVE YOU EVER BEEN CONVICTED (SEE PARAGRAPH ABOVE) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? **IF YES, COMPLETE ITEM 25 WITH INFORMATION ON EACH CONVICTION**.....  YES  NO
20. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? **IF YES, COMPLETE ITEM 25**.....  YES  NO
21. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA, OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 26**.....  YES  NO
22. ARE THERE ANY DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 26**.....  YES  NO
23. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 27**.....  YES  NO
24. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 26 AND 27**.....  YES  NO

**CONVICTION DETAILS**

25. DETAILED EXPLANATION OF ITEM 19 AND/OR 20. IF NEEDED, EXPLANATION MAY BE PROVIDED IN TIME 27.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

\*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)    \*\*CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)    \*\*\*DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<i>Example:</i> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
25A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
25B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

26. DETAILED EXPLANATION OF ITEM 21, 22, AND/OR 24. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 27.

26A. TYPE OF LICENSE	26B. LICENSE ID NO.	26C. LICENSE EXPIRATION DATE	26D. STATE
26E. ACTION (revoked, etc.)	26F. DATE OF ACTION	26G. DATE ACTION TERMINATED	26H. CODE SECTION VIOLATED

27. **ADDITIONAL INFORMATION:** SPECIFY WHICH LINES YOU ARE REFERRING TO. ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

**UNLICENSED OFFICER CERTIFICATION**

Unlicensed Officer/Director/Shareholder — I certify under penalty of perjury that the answers and statements given in this application are true and correct.

28. SIGNATURE OF UNLICENSED OFFICER/DIRECTOR/SHAREHOLDER (MUST BE ORIGINAL SIGNATURE.)  ➤	29. DATE
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**READ AND RETAIN FOR FUTURE REFERENCE****General Information**

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- 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.

**Who must complete this application?**

**Unlicensed Officers/Directors/Shareholders** – All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit this application with a completed RE 237.

**Licensed Officer** – The individual who prepared and signed the Corporation Application (PRLS) [RE 272] is automatically the *licensed designated officer* of the corporation.

Only the “licensed” officer is authorized to sign PRLS licensing documents on behalf of the corporation.

**Completion Information**

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing this application.

**Fingerprint Requirement**

One set of classifiable electronic fingerprints is required from every unlicensed officer, director, shareholder owning 25% or more of the corporate stock unless that individual is currently licensed by the CalBRE, the applicant’s license expired less than two years ago, or the applicant had designated officer or designated agent status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

**Completion & Submission of Live Scan Service Request (RE 237)**

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with the completed original license application for the corporation and the appropriate license fee.

**Fingerprint Fees**

Individuals who reside in California will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

**Fingerprint Services (Contact the facility for fees and hours)**

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers by visiting the Department of Justice's Web site at [www.ag.ca.gov](http://www.ag.ca.gov). Please note that the hours of operation for each provider may vary and an appointment may be required.

**Out-of-State Applicants**

Out-of-state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at **877-373-4542**. It should be taken to a local law enforcement agency for completion and submitted directly to CalBRE with the completed exam/license application, exam/license application fee, and \$49 fingerprint processing fee.

**Mailing Information**

**Mail To:** Bureau of Real Estate  
P.O. Box 137000  
Sacramento, CA 95813-7000

**PRIVACY INFORMATION:**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate      Managing Deputy Comm. IV  
1651 Exposition Blvd.      Licensing, Examinations, & Education  
Sacramento, CA 95815      Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection. The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or any part of the required information is not provided, processing may

be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau’s Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff’s Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).