

PRLS CORPORATION LICENSE APPLICATION

RE 272 (Rev. 10/20)

➤ **Read page 3 before completing this application.** ➤ **Type or print clearly in ink.**

PRLS CORPORATION INFORMATION

1. CORPORATION NAME (ENTER AS SHOWN ON CERTIFICATE OF STATUS.)		
2. FICTITIOUS BUSINESS NAME – IF ANY (ATTACH CERTIFIED COPY OF FICTITIOUS BUSINESS NAME STATEMENT.)		
3A. CORPORATION'S MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX		
3B. CITY	3C. STATE	3D. ZIP CODE
4A. CORPORATION'S MAIN OFFICE ADDRESS — STREET ADDRESS		
4B. CITY	4C. STATE	4D. ZIP CODE
5. NAME OF DESIGNATED AGENT FOR THIS LOCATION	<input type="checkbox"/> RE 256 ON FILE <input type="checkbox"/> RE 256 ATTACHED	ID# — DRE USE ONLY
6A. IS THIS CORPORATION NOW OR HAS IT BEEN LICENSED TO PERFORM REAL ESTATE ACTIVITIES IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 6B–6D.		6B. IDENTIFICATION NUMBER
6C. NAME OF REAL ESTATE CORPORATION		6D. EFFECTIVE DATE

PRLS OFFICER INFORMATION

7. NAME OF DESIGNATED OFFICER (CORPORATION OFFICER TO REPRESENT CORPORATION)			
8A. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX			
8B. CITY	8C. STATE	8D. ZIP CODE	
9. 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 DRE.			
10. RESIDENCE TELEPHONE NUMBER	11. BUSINESS TELEPHONE NUMBER	12. SOCIAL SECURITY OR INDIVIDUAL TAXPAYER ID NUMBER	13. BIRTH DATE
14A. WHAT IS YOUR STATUS WITH THE CORPORATION? (CHECK ONE) <input type="checkbox"/> OFFICER <input type="checkbox"/> DIRECTOR <input type="checkbox"/> SHAREHOLDER		14B. IF SHAREHOLDER, WHAT % OF SHARES ARE OWNED?	
15. 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: _____			
16A. DO YOU HOLD OR HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 16B–16D.			
16B. ID#	16C. EFFECTIVE DATE	16D. EXPIRATION DATE	

17. LIST THE NAMES AND TITLES OF ALL OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK.

_____ _____ _____ _____ _____ _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">DRE USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">BOND APPROVAL</td> <td style="width: 50%; padding: 2px;">BOND NUMBER</td> </tr> <tr> <td style="padding: 2px;">IDENTIFICATION NUMBER</td> <td style="padding: 2px;">CONTRACT APPROVED</td> </tr> <tr> <td style="padding: 2px;">EFFECTIVE DATE</td> <td style="padding: 2px;">EXPIRATION DATE</td> </tr> <tr> <td style="padding: 2px;">DATE MAILED</td> <td style="padding: 2px;">COPY TO PRLS CONTRACT REVIEWER</td> </tr> <tr> <td style="padding: 2px;">PROCESSOR'S #</td> <td style="padding: 2px;">COMMENTS</td> </tr> </table>	DRE USE ONLY		BOND APPROVAL	BOND NUMBER	IDENTIFICATION NUMBER	CONTRACT APPROVED	EFFECTIVE DATE	EXPIRATION DATE	DATE MAILED	COPY TO PRLS CONTRACT REVIEWER	PROCESSOR'S #	COMMENTS
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PROCESSOR'S #	COMMENTS												

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.*
- Refer to RE 254 for licensing information/requirements, and bond and/or rider information.
- 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 recreate 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?

Licensed Officer — The individual who prepares and signs this application will automatically be the *licensed designated officer* of the corporation.

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

Unlicensed Officers/Directors/Shareholders — All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit an Unlicensed Officer Questionnaire (PRLS) RE 273.

Completion Information

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your true 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 license applicant. 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.

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.

Department of Real Estate Assistant Commissioner
1651 Exposition Blvd. Licensing & Administration
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 Department 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 Department 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 Department 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 Department 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

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

Fingerprint Fees

Original license applicants 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. 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 DRE with the completed exam/license application, exam/license application fee, and \$49 fingerprint processing fee.

License Application Fees

Refer to form RE 254 PRLS License Information for information on fees.

Mailing Information

Submit the following documents before the license expiration date:

- ♦ PRLS license application
- ♦ License application fee
- ♦ If appropriate, submit rider to bond, Additional Location Application (RE 274)

Make check or money order payable to:

Department of Real Estate

Mail to: Department of Real Estate
ATTN: PRLS UNIT
P.O. Box 137017
Sacramento, CA 95813-7017