

PRLS UNLICENSED OFFICER QUESTIONNAIRE

RE 273 (Rev. 6/24)

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 DRE.			
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. GENDER <input type="checkbox"/> M <input type="checkbox"/> F	12A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 12B–12D.		
12B. TYPE OF LICENSE		12C. EFFECTIVE DATE	12D. IDENTIFICATION NUMBER
13A. HAVE YOU EVER BEEN A PRLS AGENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 13B–13C.			
13B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION			13C. DATES EMPLOYED
14. 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.			

DRE USE ONLY

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

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 DRE, 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.

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 Assistan Commissioner
651 Bannon Street Licensing & Administration
Sacramento, CA 95811 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 Department of Tax and Fee Administration 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 Department of Tax and Fee Administration 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 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 Department’s Enforcement Division, 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 Financial Protection and Innovation, Department of Insurance, Department of Consumer Affairs, California Bar Association).

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. 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.

Mailing Information

Mail To — Department of Real Estate
651 Bannon Street, STE 504
Attn: PRLS Unit
Sacramento, CA 95811