



Dipáttamenton Kontribusion yan Adu'ána

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guáhan

**REAL ESTATE PRINCIPAL/ASSOCIATE BROKER LICENSE APPLICATION CHECKLIST
(For New, Renewal, and Transfer)**

(For information & clarification of Real Estate Laws, visit

<http://www.guamcourts.org/CompilerofLaws/GCA/21gca/21gc104.PDF> 21GCA, Div 3, Article 2)

- 1. Application **MUST** be typewritten. *(For new, renewal, and transfer).*
- 2. Application **MUST** be notarized. *(For new, renewal, and transfer).*
- 3. Passport Picture *(For new, renewal, and transfer).*
- 4. Proof of Guam residency. *(For new, renewal, and transfer).*
- 5. Proof of U.S. Citizenship - If Naturalized Citizen, provide proof of Naturalization. *(For new, renewal, and transfer).*
- 6. Letter of Appointment from the Corporate President designating the applicant as the Principal Broker of the Corporation. *(For new, renewal, and transfer).*
- 7. For New Applicant *(For new only):*
 - 2-year experience as a Real Estate Salesperson
 - Examination Score of 75% or higher on Uniform and State examinations
- 8. Education Requirement – *(For new and renewal).*
 - *New Applicant:* 30 hours pre-licensing education
 - *1st Renewal:* 90 hours continuing education
 - *2nd Renewal:* 32 hours continuing education
- 9. Form I-9 Tax Clearance – *Valid for 90 days (For new, renewal, and transfer).*
- 10. Proof of Ownership of Building or Lease Agreement with office address *(For new and renewal of principal broker operating as sole proprietor or corporate broker).*
- 11. Proof of Trust Account – Confirmation from the bank or last bank statement showing Corporate Broker name and DBA if it applies and the words “Trust Account”. *(For new and renewal of principal broker operating as sole proprietor or corporate broker).*
- 12. Police Clearance – *Valid for 30 days*
- 13. License Terms and Fees:
 - *Original (New) Broker:* 2-year → \$200.00
 - *Renewal Broker:* 4-year → \$400.00
 - *Transfer:* → \$25.00

***EXPIRED LICENSE
RENEWAL PENALTY – The
renewal of an expired license is
subject to 50% penalty of the
total amount of the license fee.**

**ORIGINAL APPLICATION FOR LICENSE AS REAL ESTATE BROKER
TERRITORY OF GUAM
DEPARTMENT OF REVENUE AND TAXATION
REAL ESTATE COMMISSION
P.O. BOX 2796
AGANA, GUAM 96910**

DO NOT WRITE IN BLANK SPACES BELOW	
NUMBER _____	_____
EXAM SCORE: A _____	_____
B _____	_____

SPACE RESERVED FOR COMMISSIONER		
CHECK BY RECEIPT	FORM	ENTERED
DATE GRANTED BY COMMISSIONER	DATE DENIED	DATE WITHDRAWN

FORM FOR INDIVIDUAL BROKER

Send application to the Commissioner's Office at the above address along with _____ Please make check payable to Treasurer of Guam.
Use this form if the applicant was not a licensed broker at the time of the year preceding that for which this application is made. EXAMINATIONS MUST BE TAKEN IN THE YEAR FOR WHICH APPLICATION IS MADE. Section 57.183(a) states That an application may be denied for a material misstatement in the application for license (or information furnished to the commission).

What is your business address? _____
(Print or type)

ANSWER ALL QUESTIONS AND HAVE ALL AFFIDAVITS NOTARIZED. Date _____, 19_____
Application for Real Estate Broker's License for the year 19____ Date of Birth _____ Place of Birth _____

1 (a) YOUR NAME (Type, or print in ink) (Last name, first given name and middle name or initial)
MR. - MRS. - MISS _____

(b) NAME UNDER WHICH YOU WILL DO REAL ESTATE BUSINESS (Print or type name exactly as will be used on letterheads or in ads) _____

(c) WILL YOU BE THE SOLE OWNER OF YOUR REAL ESTATE BUSINESS? IF NOT, EXPLAIN IN SEPARATE LETTER _____

2 (a) HOME ADDRESS (Number, street, city, county, state and Zip Code) _____

(b) BUSINESS ADDRESS AT WHICH YOU WILL OPERATE YOUR BROKER'S OFFICE (Number, street, city, county, state and Zip Code) _____

(c) STATE WHERE YOU HAVE LIVED FOR THE PAST FIVE YEARS, GIVING STREET AND NUMBER, CITY, STATE _____

YES NO 3. ARE YOU FAMILIAR WITH THE LAW REQUIRING YOU TO MAINTAIN A TRUST ACCOUNT AND TO AT ALL TIMES REGISTER WITH THE COMMISSIONER THE NAME OF THE BANKS IN WHICH YOU KEEP YOUR TRUST ACCOUNT?

4 (a) HAVE YOU PREVIOUSLY HELD OR APPLIED FOR A LICENSE AS REAL ESTATE BROKER IN THE TERRITORY OF GUAM? IF SO, IN WHAT YEARS AND UNDER WHAT NAME?
 YES NO

(b) AS SALESMAN? IF SO, GIVE YEAR AND NAME OF YOUR LATEST BROKER EMPLOYER
 YES NO

YES NO 5. DO YOU EXPECT TO WORK FOR SOME OTHER BROKER?

The Guam Real Estate Commission reserves the right to go outside this application for information as to the applicant's trustworthiness and competency to act as a real estate broker.

EDUCATION AND TRAINING RECORD

6. ENCIRCLE THE HIGHEST GRADE YOU COMPLETED IN GRADE OR HIGH SCHOOL
1 2 3 4 5 6 7 8 9 10 11 12

7 NAME AND LOCATION OF HIGH SCHOOL ATTENDED _____ GRADUATE? YES NO DATE _____

8. COLLEGE OR UNIVERSITY EDUCATION

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	DATES ATTENDED <i>(Month and Year)</i>		DEGREE CONFERRED		MAJOR FIELD AND REMARKS
	FROM	TO	KIND	DATE	

9. DESCRIBE ANY EDUCATION OR TRAINING YOU HAVE NOT COVERED IN SECTIONS 4, 5 AND 6. *(vocational school, business college, correspondence courses, apprenticeships, also include any real estate schools or real estate courses). GIVE DATES.*

10. (a) HAVE YOU EVER APPLIED FOR OR RECEIVED A REAL ESTATE LICENSE IN ANY OTHER STATE? YES NO **(b) WHICH STATE?** _____ **WHEN?** _____

AND WAS IT FOR SALESMAN OR BROKER? YES NO **(c) HAS YOUR LICENSE OR APPLICATION EVER BEEN DENIED, WITHDRAWN, REVOKED OR SUSPENDED IN ANY OTHER STATE?** YES NO

IF YOUR ANSWER IS "YES" FOR WHAT REASON?

YES	NO	
		11. HAVE THERE EVER BEEN ANY PROCEEDINGS IN WHICH YOU WERE INVOLVED EITHER AS PLAINTIFF OR DEFENDANT IN WHICH FRAUD OR MISREPRESENTATION WAS CHARGED AGAINST YOU?
		12. HAVE YOU BEEN A PARTY DEFENDANT IN ANY CRIMINAL OR MISDEMEANOR PROCEEDINGS?
		13. HAVE YOU BEEN ARRESTED? (Do not include traffic violations where the fine was less than \$25)
		14. HAVE YOU, OR CORPORATION OR PARTNERSHIP OF WHICH YOU ARE OR WERE AN OFFICER OR PARTNER, EVER BEEN INVOLVED IN BANKRUPTCY OR RECEIVERSHIP PROCEEDINGS?
		15. ARE THERE ANY JUDGMENTS, MECHANIC OR MATERIALMEN'S LIENS OR TAX LIENS OF RECORD AGAINST YOU OR CORPORATION OR PARTNERSHIP OF WHICH YOU ARE OR WERE AN OFFICER OR PARTNER, IN GUAM OR ELSEWHERE?

16. If your answer is "Yes" to questions 11 through 15, give details in a separate letter and attach to this application showing court(s) of entry, date(s) and amount(s) of judgment(s), names of creditor(s) and an explanation how and when you intend to satisfy said judgment(s) and/or lien(s).

17. ATTACH RECENT PHOTOGRAPH OF YOURSELF. *(Photograph must be attached before application will be processed.)*



AFFIDAVIT OF APPLICANT

20. Territory of Guam

NAME OF APPLICANT _____

being duly sworn, upon oath says that he is the applicant above named, has read the foregoing application and knows the contents thereof, and that the same is true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF _____ 19____	APPLICANT'S SIGNATURE
SIGNATURE OF NOTARY PUBLIC	
NOTARY PUBLIC,	
MY COMMISSION EXPIRES _____ GUAM	

VOUCHER

21. The following voucher is to be signed by two persons not related to the applicant who are citizens of the United States of America and owners of real estate in Guam.

Territory of Guam

NAME	ADDRESS (Number, street, city)
NAME	ADDRESS (Number, street, city)

each for himself being first duly sworn, for himself on oath says that he is a citizen of the United States of America and owner of real estate in _____, Guam; that each has known _____, the applicant herein, for _____ years, respectively and certifies that said applicant is competent and trustworthy to engage in the business as a real estate broker in such manner as to safeguard the interest of the public.

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF _____ 19____	SIGNATURE
SIGNATURE OF NOTARY PUBLIC	OCCUPATION
NOTARY PUBLIC,	SIGNATURE
MY COMMISSION EXPIRES _____ GUAM	OCCUPATION

Gross Receipts Tax Clearance: _____



Dipáttamenton Kontribusion yan Adu'ána

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guáhan

FORM I-9

TAX CLEARANCE APPLICATION FORM

Name: _____

Doing Business As (DBA) Name (if any): _____

SSN: _____ EIN: _____

GRT Account Number: _____ New Renewal

Type of License Applied: _____

Office Address: _____

Business Mailing Address: _____

Email Address: _____

Contact Number (Landline): _____ Cellular: _____

Applicant Name (Print Name)

Authorized Signature

Do NOT Write Below This Line – For Official Use Only

The above stated applicant is hereby issued a Tax Clearance for issuance of License indicated above.

(1) **GENERAL LICENSING*****

(2) **BPT/GRT**

(3) **INCOME TAX**

(4) **COLLECTIONS**

Cleared By: _____
Date: _____

Cleared By: _____
Date: _____

Cleared By: _____
Date: _____

Cleared By: _____
Date: _____

***for corporations and LLCs only

MMRR – Rev. 02/2021