



South Carolina Department of Labor, Licensing and Regulation
South Carolina Real Estate Commission
 110 Centerview Dr. • Columbia • SC • 29210
 P.O. Box 11847 • Columbia • SC 29211-1847
 Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427
www.llr.sc.gov/POL/REC/



BROKER-IN-CHARGE LICENSE APPLICATION

Doc. 280

Mail the following to the above address:

- Check or money order made payable to **SCREC** (All fees are non-refundable)
 A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
 - Broker-in-Charge (BIC) license fee: \$250
 - Upgrade from Broker to BIC **or** if already a BIC and adding an office:
 If your current license renews in less than a year the fee is \$125
 If it is longer than a year the full \$250 applies.

PERSONAL INFORMATION:

Legal Name: _____ License Number (if applicable) _____

Home Address: _____
 (Street, City, State, Zip Code)

Mailing Address (If different than above): _____

Date of Birth: _____ Social Security: _____

Phone: _____ Email: _____

Sex: M F Race (For statistical purposes only): _____

OFFICE INFORMATION:

Company Name: _____ Office Code: _____
(If pre-existing SC Office)

Street Address: _____
(Street, City, State, Zip Code)

Mailing Address (if different than above): _____

Office PH: _____

REAL ESTATE WORK EXPERIENCE (Past 5 years, attach supplemental sheet if necessary)

Company: _____ Position: _____ Dates: _____

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DISCIPLINARY QUESTIONS:

- 1. Have you ever been convicted of or pled guilty or nolo contendere to a crime (other than a minor traffic offense) that has not been previously disclosed to the South Carolina Real Estate Commission? If yes, attach a full written explanation. Include all pertinent information such as charges, dates, locations and sentences. In addition, provide official state criminal background report(s) from the state(s) where the violation(s) occurred. YES NO

- 2. Have you ever been denied a license/registration to practice a profession or occupation in any state or has any disciplinary action that has not been previously disclosed been taken against your license in any state? (If yes, explain on a separate sheet) YES NO

ATTESTATION:

- **I hereby affirm** that I have established an escrow account in a bank authorized to do business in South Carolina and that I understand I am responsible for the maintenance of this account. List name and address of bank (**required if brokerage will be holding trust funds, if not please enter "N/A"**).

Bank Name: _____ Bank Address: _____

- **I swear (or affirm) that I (check one):**

Have an ownership interest in the company for which I am applying to be licensed as the Broker-in-Charge.

OR

Will be actively engaged in the operation and management of the company.

- **I hereby authorize** a representative of the Real Estate Commission to inspect all records that I may have pertaining to the brokerage business; including my trust or escrow account and bank records of such trust or escrow account.

- **I certify** that all statements contained herein are true and correct to the best of my knowledge. I further understand that the information provided or in connection with this application may be investigated and verified, and false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings. I will, at all times, comply with the South Carolina Real Estate License Law and Regulations. In particular, I have read and understand the duties and responsibilities of a Broker-in-Charge as outlined in Section 40-57-135.

Signature

Print Name

Date

Privacy Act Disclosure:

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.