



INSTRUCTIONS FOR OBTAINING AN OHIO REAL ESTATE BROKER LICENSE THROUGH LIMITED RECIPROCITY

In order to obtain an Ohio real estate broker license by reciprocity, you must do the following:

1. Confirm that your state has entered into a limited reciprocity agreement with the State of Ohio. An applicant for a reciprocal salesperson's license must be a legal resident of a state that has a reciprocal agreement with Ohio.
2. Complete and return the **Broker Reciprocity Application** and the **Non-Resident Real Estate Licensee Consent to Service of Process** as specified in section 4735.17(B) of the Ohio Revised Code.
3. Submit with the application a check or money order for \$100.00 made payable to the Ohio Division of Real Estate & Professional Licensing.
4. Submit with your application a letter of certification from the state in which you are currently licensed certifying your status as a broker and verifying that you have been continuously licensed in that state for at least two years.
5. Submit with your application proof of completion of forty (40) hours of Ohio real estate law pre-licensure education as specified in Section 4735.09(F)(7)(b) of the Ohio Revised Code.
6. Submit a letter from the Ohio bank at which you have opened a non-interest bearing trust or special account specifying the account name and number. The account must be in the same name in which you intend to do business and must specify that it is a non-interest bearing trust or special account. The word "escrow" should NOT be used.
7. If you intend to be licensed as a corporation, partnership, limited liability company, limited liability partnership or association, you must also submit the respective Division application. These applications are available in the Forms section of the Division's website.
8. If you intend to do business in any name other than your own, or that of the corporation, partnership, limited liability company, limited liability partnership or association with which you are licensed, you must obtain prior written approval of this "DBA" from the Division using the Name Reservation Application – Business, which can be found in the Forms section of the Division's website.
9. After the Division has determined your eligibility to sit for the jurisdictional portion of the Real Estate Brokers Examination, you will receive a Candidate Information Bulletin from PSI, the Division's contracted testing vendor that will administer the jurisdictional portion of the examination. Information on scheduling your exam and test locations will be detailed in the Candidate Information Bulletin and can also be obtained at PSI's website at www.psiexams.com.

You will have one (1) year from the date you obtain your Ohio real estate license to complete the 10-hour Post Licensure course at an institution of higher education or at a Division-approved education provider. This course must be taken in a classroom setting. A list of some approved providers can be found at the Division's website: www.com.state.oh.us/real. Thereafter, you must complete 30 hours of continuing education every three (3) years at a Division-approved continuing education provider. Continuing Education courses not approved by the Division can be submitted for approval for \$100 per course.

When the application process is completed, the Ohio Division of Real Estate & Professional Licensing will be pleased to issue you an Ohio real estate broker's license.

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.
NOTICE: Per R.C. Section 4735.09(B), if an application is denied prior to the applicant's being admitted to the examination, the division, to cover the expenses of processing the application, shall retain one-half of the fees and the other one-half shall be returned to the applicant.
NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.



Department of Commerce

Division of Real Estate & Professional Licensing

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David Goodman, Director Columbus, Ohio 43215-6133 U.S.A.

Please visit our website at www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

BROKER

RECIPROCITY APPLICATION

FEE: \$100.00

- This form is interactive. You may, before printing it, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.
- **Incomplete applications and applications that are filled out incorrectly will be returned for correction.**
- A check or money order for **\$100.00** made payable to: Division of Real Estate & Professional Licensing, must be remitted with this form. **Cash will not be accepted.**

FOR DIVISION USE ONLY	
FILE NUMBER	

Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.

APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	SOCIAL SECURITY NUMBER
HOME ADDRESS			HOME PHONE ()	DATE OF BIRTH (mm/dd/yyyy)
CITY			STATE	ZIP CODE + 4

ETHICAL CONDUCT AND LEGAL HISTORY

- PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES".
- QUESTIONS CONCERNING PROFESSIONAL LICENSES APPLY TO ALL PROFESSIONAL LICENSES REGARDLESS OF PROFESSION.

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|-----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YES | NO | Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule? |
| YES | NO | Have you ever been refused or denied any professional license or registration by any public entity? |
| YES | NO | Have you ever had any professional license revoked, suspended or limited in any way for any reason? |
| YES | NO | Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule? |
| YES | NO | Have you ever been the subject of any unsatisfied judgments? |
| YES | NO | Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations? |

OHIO BROKER INFORMATION

BROKER/COMPANY NAME	BUSINESS PHONE ()	BUSINESS FAX ()
MAIN BUSINESS ADDRESS	CITY	STATE ZIP CODE + 4

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT

DATE