

Phone Number: 1-833-367-2762 Fax Number: 717-787-0250 www.dos.pa.gov/estate

CHANGE OF EMPLOYER APPLICATION - STANDARD OR RECIPROCAL LICENSEES

USE THIS APPLICATION FOR THE FOLLOWING LICENSE TYPES ONLY: BUILDER-OWNER SALESPERSON

PLEASE READ THE FOLLOWING BEFORE PROCEEDING WITH THE APPLICATION PROCESS

Licensees who wish to use and advertise a nickname for their first name shall include the nickname on their licensure applications or biennial renewal applications. If you are using a nickname that was **not previously** reported, please provide this information now.

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Commission shall require the applicant to submit a new application including the required fee.

In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

Failing to answer any questions or providing false answers may delay the issuance of a license or result in disciplinary action once the license is issued.

Change of employment applications must be submitted **within 10 days of the change**. If your license is currently active, upon submission of a completed application, you may begin practicing. A copy of this application must be kept on file with your new employing builder-owner until your updated license has been issued.

You must list the effective date of employment with your new employer.

If you changed your name for any reason, copies of legal documents supporting this change must be submitted. Legal documents include marriage certificates, divorce decrees that state you are retaking a maiden name, or other court documents verifying the name change. Driver's licenses and social security cards are not acceptable to verify a name change.

SOCIAL SECURITY NUMBER DISCLOSURE: NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.

Licenses are not forwarded. Provide your current address to receive correspondence from the Commission. It is the applicant's responsibility to inform the Commission of an address or name change within ten (10) days of the change. Refer to the "Name/Address Change" form located on our website.

PLEASE NOTE: Providing your e-mail address on this form permits the Commission to correspond with you via e-mail regarding the status of this application. Please make sure to add ra-realestate@pa.gov to your Contacts so that you do not miss vital communications regarding your license.

INSTRUCTIONS

- 1. The application responses must either be typed or printed in blue or black ink.
- 2. Employer's Information Enter the name and address of the Pennsylvania builder-owner. A broker's license should not be listed on this application.
- 3. Employer Certification The employer certification must be signed by the representative (owner/partner/manager) of the employing builder-owner company.
- 4. You must list the effective date of employment with your new builder-owner in item 9. Failure to provide a date in item 9 may result in delays to the processing of this application.

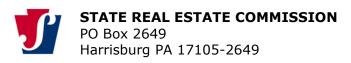
APPLICATION CHECKLIST

Attach the following documents to this application:

- ☐ Check or money order made payable to the Commonwealth of Pennsylvania in the amount of \$20.00.
 - All fees are NON-REFUNDABLE regardless of whether the application is approved. A \$20.00 processing fee will be charged for any returned unpaid check.
- ☐ Disciplinary Action documents (if applicable)
- □ Name Change documents (if applicable)
- ☐ Criminal Conviction documents (if applicable)

PROCESSING INFORMATION

- Licenses are mailed to the employing builder-owner's main office address.
- Please see the Commission's website <u>www.dos.pa.gov/estate</u> for additional information about licensure and application requirements.
- To check the status of your application visit www.pals.pa.gov.



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CHANGE OF EMPLOYER APPLICATION – STANDARD OR RECIPROCAL LICENSEES BUILDER-OWNER SALESPERSON

1.	Applicant's Legal Name:	
2.	Applicant's License Number:	
3.	Applicant's Nickname (if applicable):	
4.	Applicant's Home Address:(Street)	
_	(City) (State) (Zip))
5.	Applicant's Social Security Number:	
6.	Applicant's Date of Birth://	
7.	Applicant's Phone Number: ()	
8.	Applicant's Email Address: PLEASE NOTE: Providing your e-mail address on this form permits the Commission to correspond with you via e-mail regarding the status of application. Please make sure to add ra-realestate@pa.gov to your Control that you do not miss vital communications regarding your license.	of this
9.	Effective Date of Employment with the new builder-owner: / /	
10	. Original License Enclosed? □ Yes □ No	
<u>EM</u>	IPLOYER'S INFORMATION AS IT APPEARS ON THEIR LICENSE:	
11	. Employing Builder-Owner's Company Name:	
12	. Employing Builder-Owner's Office Address:	
13	. Principal Building Activity: COMMERCIAL RESIDENTIAL	
<u>AP</u>	PPLICANT BACKGROUND INFORMATION:	
14	. Do you hold, or have you ever held, a license, certificate, permit, registration or other author to practice a profession or occupation in any state or jurisdiction? ☐ No ☐ Yes	orization
15	. If you answered yes to the above question, please provide the professionstate or jurisdiction Please do not abbreviate.	_ and
16	Since your initial application or last renewal, whichever is later, have you had disciplinary active against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction you agreed to voluntary surrender in lieu of discipline? No Yes	r

license, certificate, permit or registration in any state or jurisdiction? ☐ No ☐ Ye	occupational es
18. Since your initial application or last renewal, whichever is later, have you withdrawn for a professional or occupational license, certificate, permit or registration, had an a denied or refused, or for disciplinary reasons agreed not to apply or reapply for a prooccupational license, certificate, permit or registration in any state or jurisdiction?	pplication ofessional or
Disciplinary action includes any revocation, suspension, voluntary surrender, reprimand penalty or any restriction in practice. If any disciplinary action has been taken against a state, submit all documentation about the disciplinary action.	
ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY (mandatory for all licensees; signature requ	uired)
I,	arrence of any of cy in another dere, probation (ARD) of any ilure to comply the Board. I ter as set forth
"Mandatory Reporting by Licensee" under the heading "Your Licenses."	
Licensee's Signature The meading "Your Licenses." Date	
Licensee's Signature Date	e the applicant
Licensee's Signature EMPLOYER'S CERTIFICATION I do hereby request that a license be granted to provide real estate services at this office. I certify that the above applicant bears a good honesty, trustworthiness, integrity and competence and I will actively train and supervise	reputation for the applicant
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Licensee's Signature EMPLOYER'S CERTIFICATION I do hereby request that a license be granted to	reputation for the applicant ons. (Date) s supplied by the are of the criminal verify that the ion and belief. lating to unswore