EXAM/LICENSE APPLICATION CHECKLIST

RE 216B (Rev. 6/16)

GENERAL INFORMATION

This checklist may be used for either the salesperson or broker exam/license applications.

 ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
 ✓ Application must list your legal name.
 ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
 ✓ Mail completed application package and fee to:
   Bureau of Real Estate
   P.O. Box 137001
   Sacramento, CA 95813-7001

 ✓ Titles of forms referenced by number. All of these forms are available on CalBRE’s Web site at www.calbre.ca.gov.

SALESPERSON APPLICANTS

Required documents...

☐ RE 435 — Completed and signed by applicant.
☐ Official transcripts or course completion certificates for Real Estate Principles, Real Estate Practice and/or one other required course — not needed, if previously submitted.
☐ RE 237 (See ◁ below.) — Completed by applicant and live scan service operator.
☐ License fee — Refer to RE 206 for current fees.
  ☐ Cashiers’ check, check, or money order made payable to: Bureau of Real Estate
  ☐ RE 909 — If paying by credit card.

Broker APPLICANTS

Required documents ...

☐ RE 436 — Completed and signed by applicant.

☐ Documentation to establish examination course requirements have been met. Refer to RE 423 for current requirements.
  ☐ Official transcripts.
  ☐ Course completion certificates.

☐ Documentation showing experience requirements have been met. Please note that depending on your circumstances, one or more of the forms listed below may be required.
  ☐ RE 226 — Documenting licensed experience.
  ☐ RE 227 — Documenting equivalent experience.
  ☐ RE 228 — Two RE 228's are required if unable to obtain broker's signature on RE 226 form.
  ☐ RE 237 (See ◁ below.) — Completed by applicant and live scan service operator.
  ☐ License fee — Refer to RE 206 for current fees.
  ☐ Cashiers’ check, check, or money order made payable to: Bureau of Real Estate
  ☐ RE 909 — If paying by credit card.

◁ Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the original. You should return the second copy to CalBRE and keep the third copy for your records.