

Broker Check List

If you are **UPGRADING** from an Associate Broker to a Broker please contact the Real Estate Commission to receive a paper application by email dlmrec-labor@maryland.gov or go online to www.labor.maryland.gov/license/mrec click on forms and fees to print out an application.

If you have passed the Broker exam and this is your **first time becoming a Broker**, please follow the instructions below. If you are applying for an Associate Broker license, please go online and apply.

If you would like to request an **additional license**, please send an e-mail request to dlmrec-labor@maryland.gov.

IT COULD TAKE UP TO 14 BUSINESS DAYS FOR YOUR LICENSE TO BE ISSUED.

YOU CANNOT CONDUCT BUSINESS UNTIL YOU HAVE RECEIVED THE LICENSE.

PLEASE BE ADVISED THAT THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS THE APPLICATION OF A BROKER. PLEASE EMAIL YOUR INFORMATION TO dlmrec-labor@maryland.gov or mail it to 100 S. Charles Street, Tower 1 Baltimore, MD 21201 with a check or money order.

Before Registering your Company with the Maryland Department of Assessments and Taxation please contact the Maryland Real Estate Commission to verify that the name you would like to register is not close to or already in use by another licensee.

- Attach an original credit report that searches public records or you may upload your credit report and supporting document to <https://iprod.dllr.state.md.us/form/UpDocLic?u=11>
 - Credit reports should be no older than 6 months. (If you already sent a credit report and it was approved, please do not send again)
- **DO NOT** email your credit report in the same attachment as the documents you are submitting to apply for the license.
- Submit escrow account number and name of MARYLAND bank. If you do not accept escrow, simply provide a statement to that effect.
- Please provide a breakdown of the ownership structure of the brokerage. You must list each owner, his or her Maryland license number, full name and his or her ownership percentage.
- If applicable, please submit Articles of Incorporation/Organization and trade name registration APPROVED by the Maryland Department of Assessment & Taxation (410-767-1340).
- If you are operating as a sole proprietor, you must contact the Maryland Department of Assessments and Taxation and register the name you will be advertising as with the Real Estate Commission.
- Also, provide how you want your name to read on your license and the address of your company.

- If you are Incorporated/Organized in another state, contact the Maryland Department of Assessment and Taxation to register as a foreign company doing business in Maryland.
- If applicable, Franchise Agreement.
- If taking over an existing company, please contact the Real Estate Commission for an application or go online to www.labor.maryland.gov/license/mrec click on forms and fees to print out the instruction for Change of Broker.
- If the current broker is downgrading to an associate broker you can go online to www.labor.maryland.gov/license/mrec click on forms and fees to print out an application or you may call our office to have the appropriate application emailed to you. All applications and payments **MUST** be mailed if you are downgrading with the appropriate fee for proper processing.
- Before submitting your application please be sure you have included in your letter the company street address, the percentage of the company you own and the escrow account information as stated above.

Any incomplete application packets will be returned to the applicant and may delay the issuance of your license.

Therefore, if you have questions, please call the Maryland Real Estate Commission at 410-230-6200.