



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
 7 Eagle Square, Concord, NH 03301-2412  
 Phone: 603-271-2152

REAL ESTATE COMMISSION EQUIVALENCY APPLICATION FORM

|                             |  |
|-----------------------------|--|
| Petitioner Name             |  |
| Petitioners Mailing Address |  |
| Petitioners Email           |  |
| Petitioners Phone Number    |  |

| State(s) where you hold or have held a license | Licensed by Exam, Attorney Waiver, or Reciprocity | Level of licensure (broker or salesperson) | What is the education and examination requirement for this license type        | Dates of Licensure                        |
|------------------------------------------------|---------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------|
| <i><b>Ex: NH</b></i>                           | <i><b>Ex: Exam</b></i>                            | <i><b>Ex: Salesperson</b></i>              | <i><b>Ex: 40 hours of education and the State and National Examination</b></i> | <i><b>Ex: 10/01/1996 – 10/01/2005</b></i> |
|                                                |                                                   |                                            |                                                                                |                                           |
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Attach an additional sheet if necessary.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Do you immediately plan on opening you own brokerage?                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, where?                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| Do you immediately plan on being a principal broker for a current NH agency?                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, which one?                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
| Do you immediately plan on being an associate or managing broker for a current NH agency?                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, who will your principal broker be?                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
| Do you immediately plan on supervising other agents?                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If, yes how many?                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |
| If you are applying for Equivalency based on Attorney Waiver(in another state), do you qualify under Rea 301.03 (k)(1) which states:<br><br><i>(k) Candidates for the broker examination shall show proof of ...</i><br><br><i>(1) A juris doctor degree from an accredited law school obtained by a licensed attorney who actively practices or practiced in real estate law within the last 5 years;</i><br><br><b>(Please submit a copy of your law degree)</b> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Submit evidence of at least 6 separate real estate transactions in which the applicant was actively involved and was compensated or proves to the commission evidence that the applicant has equivalent experience; or

If an MLS sheet is not available for one or more transactions documentation that includes all information listed on the ML sheet.

TRANSACTION 1 – Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_  
 Transaction Type:  Commercial  Residential  Land  Multi-Family  Other  
 If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

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TRANSACTION 2 - Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRANSACTION 3 - Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRANSACTION 4 - Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_

Transaction Type:  Commercial  Residential  Land  Multi-Family  Other

If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRANSACTION 5 - Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_  
Transaction Type:  Commercial  Residential  Land  Multi-Family  Other  
If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRANSACTION 6 - Must include MLS Sheets

Date of Transaction: \_\_\_\_\_ Location of Property: \_\_\_\_\_  
Transaction Type:  Commercial  Residential  Land  Multi-Family  Other  
If "Other", please explain \_\_\_\_\_

Please Note – Commission Based Transactions or Rentals for Residential and Multi Transactions are not acceptable, except for Property Managers who deal exclusively in rental of residential properties.

Were there other licensee's involved ?  Yes  No If "Yes" in what capacity? \_\_\_\_\_

Description and Significance of Applicant's Involvement: (Significance shall be interpreted to mean that the licensee's involvement was equal to or greater than 50% of the overall brokerage involvement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby petition the New Hampshire Real Estate Commission for its approval to take the broker's real estate exam. It is my understanding that before such permission can be granted, I have the burden of proving to the Commission that I have prior experience in the practice of the business of real estate equivalent to either one-year full time employment by an active broker, or 2,000 hours working part time as a licensed salesperson. I further understand if approved, Equivalency waives the requirement for me to hold a New Hampshire salesperson license for 1 year in the state of NH prior to becoming a broker. If the Commission approves equivalency, unless approved by attorney waiver, I will need to take the 60 hours of NH approved education. I will also be required to take both the State and National portions of the examination.

I am submitting the following detailed explanatory attestation to establish the nature of such experience:

| Name of Employer | Type of Work Performed | Dates of Employment | % of time spent on Real Estate related activities |
|------------------|------------------------|---------------------|---------------------------------------------------|
|                  |                        |                     |                                                   |
|                  |                        |                     |                                                   |
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|                  |                        |                     |                                                   |

Detailed Explanation of Experience:

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What specific conduct do you claim you participated in that is equivalent to one year as a licensed salesperson (see RSA 331-A:10, II (c)(3)).?

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In how many real estate transactions have you been involved, and in what capacity during that period which you claim equivalent experience, was the percentage of your employment spent in real estate activities?

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Have you completed any New Hampshire Real Estate Related Courses?  YES  NO

| Name of Course | Dates Taken |
|----------------|-------------|
|                |             |
|                |             |
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|                |             |
|                |             |
|                |             |

I have read and understand the provisions of the New Hampshire revised statutes, 331-A and the N.H. Real Estate administrative rules, Rea 100 through 700. I attest that the information contained in this form is true and correct to the best of my knowledge and belief and I further acknowledge that the provision of materially false information in the application knowingly provided is a basis for denial and if it is discovered after the license is issued, is a basis for disciplinary action by the Commission.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY THE APPLICANT'S PRINCIPAL BROKER**

I, \_\_\_\_\_, hereby certify to the best of my knowledge that the information  
(Please Print)

provided on this form by \_\_\_\_\_ is accurate.  
(Applicants Name)

I attest that the individual named above has been employed by me employed full time for at least one year within 5 years of the date of application; or has at least 2,000 part-time hours as a licensed salesperson in this state within 5 years of the date of application

BROKER SIGNATURE: \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

**RSA 331-A:10 Qualifications for Licensure. –**

II. The commission, or designee, shall issue a broker's license to any applicant who:

(a) Has attained the age of 18;

(b) Has successfully completed an examination administered or approved by the commission which demonstrates satisfactory knowledge and understanding of the principles of real estate practice. The commission, or designee, shall only accept for licensure, an applicant who shows proof of completion of 60 hours of approved study which shall have been completed prior to the date of the applicant's examination;

(c)(1) Has been employed full time by an active principal broker for at least one year within 5 years of the date of application; or

(2) Has at least 2,000 part-time hours as a licensed salesperson in this state within 5 years of the date of application; or

(3) Proves to the commission that the applicant has experience equivalent to the experience required by subparagraph (c)(1) or (c)(2);