

- Social Security Number _____
13. Virgin Islands Resident () Yes () No If yes, how long? _____
14. If you answered No to question 13, please list all jurisdictions in which you have lived for the last 5 years. **Attach police reports from all jurisdictions listed below.**
- _____
15. When was VI residence established? _____
Attached proof of residency (electric bill, lease agreement.)
16. If VI residency is less than 2 years, list previous address:
- _____
17. Present business or professional activity _____
18. Have you previously taken the examination for a V.I. Real Estate Salesman's License?
() Yes () No
If yes, list the date of the examination(s) and result(s). _____
19. Have you served in the Armed Forces? () Yes () No Type of discharge _____
Attach a copy of your discharge papers.
20. If you answered Yes to question 19, give date(s) of service, branch of service, serial number, rate of rank and commendations and/or decorations.
- _____
- _____
21. Have you ever been discharged or have you ever resigned from a position because of alleged misconduct or misappropriation of funds? () Yes () No
If yes, provide date and full details
- _____
- _____
22. Have you ever been convicted of a felony? () Yes () No
If yes, please explain:
- _____
- _____

23. List any additional information you feel may be pertinent to this application.

Part III REFERENCES: VI Real Estate Commission members and relatives of the applicant may not be listed as references. At least two (2) individuals listed as references must be residents of the Virgin Islands for the past five (5) years. Provide letters from all references listed on the application.

24. PROFESSIONAL REFERENCES

| Name | Address | Telephone Number |
|------|---------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |

25. CHARACTER REFERENCES

| Name | Address | Telephone Number |
|------|---------|------------------|
| 1. | | |
| 2. | | |

Part IV EDUCATION (Please list in chronological order, beginning with the most recent)

| 26. COLLEGE | | | |
|---------------------------------|------------|----|-----------------|
| Name and Address of Institution | Attendance | | Degree Received |
| | From | To | |
| 1. | | | |
| 2. | | | |
| 3. | | | |

| 27. HIGH SCHOOL | | | |
|---------------------------------|----------------------------|--------------------|--------------------|
| Name and Address of Institution | Attendance From To | Graduation Date | Degree Received |
| 1. | | | |
| 2. | | | |
| 3. | | | |

ALL INFORMATION MUST BE VERIFIABLE. ANY FALSE INFORMATION MAY BE REASON FOR DENIAL OF APPLICATION.

Part IV

Applicant Name _____

AFFIDAVIT

(Must be completed by all applicants)

State of _____

Territory of _____

Country of _____

I, _____, being duly sworn, depose and say that I am the person who executed the foregoing instrument; that I have read the same and know the contents thereof; that the matters stated therein are true to my knowledge; that I have not suppressed any information that might affect this application; and that I have read and understand this affidavit.

Applicant's Signature

Witness my hand and official seal this _____ day of _____, 20_____.

{SEAL}

Notary Public

My commission expires: _____

Do not write below this line - FOR OFFICIAL USE ONLY

BOARD DISPOSITION:

APPROVED

DISAPPROVED

Signature, Chairperson
Virgin Islands Real Estate Commission

Date: _____

Member

Member

Member

Member

Member

Member



Requirements for Real Estate Commission Licensure and Examination

Purpose of Licensure:

To set standards of qualifications, education, training, and experience for persons engaged in the Real Estate field. To promote high standards of professional performance for those persons working in the Real Estate field. To ensure that everyone engaged in work in the Real Estate field is licensed.

Period of Licensure:

All permanent licenses are issued on an annual basis. Temporary licenses are issued for six (6) months and one temporary license is issued per calendar year.

Application Process - Salesman:

Initial Application Requires:

- Completed [Application](#)
- Applicant must be a resident of the U.S. Virgin Islands for at least ninety days (90) immediately prior to submitting application for examination;
- Letter from licensed broker sponsoring applicant;
- Payment of [Required Fees](#).

Application Process - Broker:

Initial Application Requires:

- Completed [Application](#);
- Proof that applicant has been a Licensed Real Estate Salesman in the Virgin Islands for at least two (2) consecutive years or an attorney licensed and admitted to practice in the U.S. Virgin Islands;
- Payment of [Required Fees](#).
- Certificate of Good Standing from the Territorial or District Court (Applies to Attorneys only).

Examination:

All persons interested in being a licensed in any area of the Real Estate industry are required to sit an examination. The examination is available to all candidates via computer year round. The examination consists of two sections and each candidate must earn at minimum a score of 75% on each portion before they can be licensed in the Virgin Islands. The examination fee is Three Hundred Dollars (\$300.00) for both parts, National and State, or Two Hundred Dollars (\$200.00) to retake one part.

Renewal of License Requires:

- Completed renewal application (available on back of license);
- Payment of [Required Fees](#).
- Favorable tax clearance approval from the V.I. Bureau of Internal Revenue;

Required Fees:

| | | |
|----------------------------------|----------|--|
| Non-Refundable Application Fee | \$50.00 | <i>(Payable to: VI Real Estate Commission)</i> |
| Non-Refundable Background Check | \$250.00 | <i>(Payable to: Vendor)</i> |
| Real Estate Salesman | \$260.00 | |
| Real Estate Salesman – Temporary | \$130.00 | |
| Real Estate Broker | \$325.00 | |
| Real Estate Brokerage Company | \$325.00 | |
| Additional Brokerage Location | \$65.00 | |

Mailing Addresses, STX:

Attention: Boards and Commissions
V.I. Real Estate Commission
Department of Licensing and Consumer Affairs
Golden Rock Shopping Center, Christiansted
St. Croix, VI 00820-4311

Mailing Addresses, STT:

Attention: Boards and Commissions
V.I. Real Estate Commission
Department of Licensing and Consumer Affairs
Property & Procurement Building
8201 Sub Base, Suite #1
St. Thomas, VI 00802-5821