



**REAL ESTATE CORPORATE BROKER LICENSE APPLICATION CHECKLIST**  
**(For New, Renewal, and Transfer)**

(For information & clarification of Real Estate Laws, visit

<http://www.guamcourts.org/CompilerofLaws/GCA/21gca/21gc104.PDF> 21GCA, Div 3, Article 2)

- \*This Corporate Broker License Application MUST be accompanied by a Principal Broker License Application.**
- ☐ 1. Application must be typewritten/legible. *(For new, renewal, and transfer).*
  - ☐ 2. Application must be notarized. *(For new, renewal, and transfer).*
  - ☐ 3. Passport Photo. *(For new, renewal, and transfer).*
  - ☐ 4. Proof of Guam Residency – i.e., current utility bill, voter registration, taxes filed in Guam, Guam mayor's verification, Guam driver's license/ID. *(For new, renewal, and transfer).*
  - ☐ 5. Proof of U.S. Citizenship - If Naturalized Citizen, provide proof of Naturalization. *(For new, renewal, and transfer).*
  - ☐ 6. Letter of Appointment from the Corporate President on Corporate Letterhead designating the applicant as the Principal Broker of the Corporation with original signature. *(For new, renewal, and transfer).*
  - ☐ 7. **NEW APPLICANT** – Must meet the requirements below and submit *original* letter issued by UOG. *(For new of principal broker):*
    - 2-year experience as a Real Estate Salesperson
    - Score of 75% or higher on Uniform and State Examinations
  - ☐ 8. Education Requirement – Must submit original certificates. *(For new and renewal of principal broker)*
    - **New Applicant:** 30 hours pre-licensing education
    - **1<sup>st</sup> Renewal:** 90 hours continuing education
    - **2<sup>nd</sup> Renewal:** 32 hours continuing education
  - ☐ 9. Form I-9 Tax Clearance – *Valid for 90 days (For new, renewal, and transfer).*
  - ☐ 10. Proof of Ownership of Building or Lease Agreement with office address *(For new and renewal of principal broker operating as sole proprietor or corporate broker).*
  - ☐ 11. Proof of Trust Account – Confirmation from the bank or last bank statement showing Corporate Broker name and DBA if it applies and the words "Trust Account". *(For new and renewal of principal broker operating as sole proprietor or corporate broker).*
  - ☐ 12. Police Clearance – *Valid for 30 days (For new and renewal of principal broker)*
  - ☐ 13. License Terms and Fees:
    - **Original (New) Broker:** 2-year → \$200.00
    - **Renewal Broker:** 4-year → \$400.00
    - **Transfer:** → \$25.00
- \*Expired license is subject to 150% penalty of total amount of license fee.**

**(21 GCA §104402)**