



**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
  - **1st Renewal** 90 hours continuing education
  - **2nd 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. Court Clearance – *Valid for 30 days (For new and renewal of principal broker)*
- ☐ 14. 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)**