



**REAL ESTATE PRINCIPAL/ASSOCIATE 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)

- ☐ 1. Application **MUST** be typewritten. *(For new, renewal, and transfer).*
- ☐ 2. Application **MUST** be notarized. *(For new, renewal, and transfer).*
- ☐ 3. Passport Picture *(For new, renewal, and transfer).*
- ☐ 4. Proof of Guam Residency – i.e., current utility bill, voter registration, taxes filed in 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 designating the applicant as the Principal Broker of the Corporation with original signature. *(For new, renewal, and transfer).*
- ☐ 7. For New Applicant *(For new only):*
 - 2-year experience as a Real Estate Salesperson
 - Original examination score of 75% or higher on Uniform and State examinations
- ☐ 8. Education Requirement – Original certificates *(For new and renewal).*
 - **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*
- ☐ 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)**