



Dipåtamenton Kontribusion yan Adu'aña

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

REAL ESTATE SALESPERSON LICENSE APPLICATION CHECKLIST (For New, Renewal, and Transfer)

***Applications will NOT be accepted unless documents on checklist are complete.**

(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 Residency – e.g., current utility bill, Voter Registration, Taxes filed in Guam, Military Orders, Mayor's Verification, Guam Driver's License/ID. **(For new only).**
- ☐ 5. Letter of Appointment of Salesperson endorsed by the Principal Broker with original signature. **(For new and transfer).**
- ☐ 6. **NEW APPLICANT** – Examination Score of 75% or higher on Uniform and State examinations. **(For new only).**
- ☐ 7. Education Requirement – **(For new and renewal).**
 - **New Applicant:** 30 hours pre-licensing education
 - **1st Renewal:** 45 hours continuing education
 - **2nd Renewal:** 24 hours continuing education
- ☐ 8. Form I-9 Tax Clearance – Valid for 90 days **(For new, renewal, and transfer).**
- ☐ 9. Police Clearance – Valid for 30 days **(For new, renewal, and transfer).**
- ☐ 10. License Terms and Fees:
 - **Original (New) Salesperson:** 2-year → \$100.00
 - **Renewal Salesperson:** 4-year → \$200.00
 - **Transfer:** \$25.00

***Expired license is
subject to 150%
penalty of total
amount of license fee.

(21 GCA §104402)**