



Dipåttamenton Kontribusion yan Adu'åna

DEPARTMENT OF

**REVENUE AND TAXATION**

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

## REAL ESTATE SALESMAN 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/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 Residency – e.g., current utility bill, voter registration, taxes filed in Guam, military orders, mayor's verification, Guam driver's license/ID. *(For new, renewal, and transfer).*
- 5. Letter of Appointment of Salesman endorsed by the principal broker on broker business letterhead with original signature. *(For new, renewal, and transfer).*
- 6. **NEW APPLICANT** – Score of 75% or higher on Uniform and State Examinations. Must submit original letter issued by UOG. *(For new only).*
- 7. Education Requirement – Must submit original certificates. *(For new and renewal).*
  - **New Applicant:** 30 hours pre-licensing education
  - **1<sup>st</sup> Renewal:** 45 hours continuing education
  - **2<sup>nd</sup> 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. Court Clearance – *Valid for 30 days (For new, renewal, and transfer).*
- 11. License Terms and Fees:
  - **Original (New) Salesman:** 2-year → \$100.00
  - **Renewal Salesman:** 4-year → \$200.00
  - **Transfer:** \$25.00

**\*Expired license is subject to 150% penalty of total amount of license fee.**  
**(21 GCA § 104402)**