



Dipåttamenton Kontribusion yan Adu'aña

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
 - **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. 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)**