



Kentucky Residential Referral Network LICENSING CHECK LIST

1. PLEASE COMPLETE (PRINT) ALL ASSOCIATE INFORMATION.

2. IF MONEY IS REQUIRED, A CHECK MUST BE ATTACHED.

TODAY'S DATE _____

Associate's Name: _____ Preferred Name _____

Address _____ City _____ State _____ ZIP _____

Social Security Number _____ Male _____ Female _____

Date of Birth _____ Home Phone (____) _____

Cell Phone (____) _____ Work Phone (____) _____ Fax (____) _____

Email address: _____

NEW ASSOCIATE:

- 1. Check payable to KREC for licensing fee (\$60). _____
- 2. Check payable to KREC for Errors & Omissions fee (see prorated fee schedule) _____
- 3. Proof of completion of Real Estate Course . _____
- 4. Copy of High School Diploma or College Transcript. _____
- 5. **Signed** original KREC application, _____
- 6. Criminal Background check document. _____
- 7. W-9 Tax Form completed and signed. _____
- 8. Independent Contractor Agreement – signed. _____

TRANSFER ASSOCIATE FROM ANOTHER REAL ESTATE COMPANY

- 1. Former Realty Company _____
- 2. Check payable to KREC for transfer fee (\$10). _____
- 3. Did Associate purchase KREC E&O Policy? yes __, no __
If no, check payable to KREC for Errors & Omissions fee (see prorated fee schedule) _____
- 4. W-9 Tax Form completed and signed. _____
- 5. Independent Contractor Agreement - signed _____

LICENSE COMING OUT OF ESCROW

- 1. Check payable to KREC for License Fee (\$10). _____
- 2. Check payable to KREC for Errors & Omissions fee (see prorated fee schedule) _____
- 3. Attach Continuing Education/Core Course Document. (6hrs). _____
- 4. W-9 Tax Form completed and signed. _____
- 5. Independent Contractor Agreement – signed _____

CHANGE OF AGENT'S LEGAL NAME/ ADDRESS/ PHONE NUMBER

- 1. For legal name change, one check payable to KREC (\$10). _____
- 2. For legal name change- letter signed by associate requesting name change. _____
- 3. For legal name or address changes, revised W-9 Tax Form, signed by associate. _____
- 4. For phone/address changes, complete KREC REQUIRED FORM, signed by agent _____