



## 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 (\$55). \_\_\_\_\_
- 2. Check payable to KREC for Errors & Omissions fee (see fee schedule – Jefferson County) \_\_\_\_\_
- 3. Proof of completion of Real Estate Course (Weikel, LBR, Semonin Academy etc.). \_\_\_\_\_
- 4. Copy of High School Diploma or College Transcript. \_\_\_\_\_
- 5. Signed original KREC application, (2 forms– PINK & BLUE) \_\_\_\_\_
- 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 Insurance Policy? yes\_\_\_ no \_\_\_\_; \_\_\_\_\_
- 4. If no, to question #4, include check payable to KREC for E & O Insurance (see fee schedule) \_\_\_\_\_
- 5. W-9 Tax Form completed and signed. \_\_\_\_\_
- 6. 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 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, email [khoffman@semonin.com](mailto:khoffman@semonin.com) with changes \_\_\_\_\_