



BROKER EXPERIENCE DOCUMENTATION FORM

State of Utah
Department of Commerce
Division of Real Estate

Please complete, sign, have notarized, and submit this **form** and **transaction logs** as part of your Broker application.

****QUALIFIED APPLICANTS MUST HAVE 3 YEARS FULL-TIME, LICENSED, ACTIVE REAL ESTATE EXPERIENCE AND 60 DOCUMENTED EXPERIENCE POINTS (COMPLYING WITH R162-2f-401a) WITHIN THE 5 YEARS PROCEEDING APPLICATION****

- 1) Applicants applying for a broker license shall select from the applicant’s documented experience **at least 60 points but no more than 80 points** for consideration and review by the Division of Real Estate. **(R162-2f-202b(1)(F)(iv) and (R162-2f-501(1))**
- 2) When calculating experience points from Tables 1 and 2 experience **points are limited to points for those activities which require a real estate license** and comply with **R162(2f)(401)(a)**.
- 3) When calculating experience points from Table 2, the total combined monthly experience credit claimed for “all other property management combined” (both residential and commercial) **may not exceed 25 points** in any application to practice as a real estate broker. **(R162-2f-202b(1)(f)(ii)(A) and R162-2f-501 Appendix 2 (c))**
- 4) When calculating experience points involving a team or group, **experience points are limited to those transactions for which the individual is named in any written agency agreements and purchase and/or lease contracts**. Experience points will be **divided proportionally among the licensees identified in the agency agreements and/or purchase or lease contracts**. **(R162-2f-202b(1)(f)(v))**
- 5) A minimum of one half of the points in Tables 1, 2 and 3 must be derived **from transactions of properties located in Utah**. **(R162-2f-501(2))**

At least 45 points must be accumulated from Tables I and/or II		Points
Total Points from Table I (Real Estate Transactions)		
Total Points from Table II (Property Management)		
A maximum of 15 points may be accumulated from Table III		
Real Estate Attorney	1 pt/month	
Certified Public Accountant	1 pt/month	
Mortgage Loan Officer	1 pt/month	
Licensed Escrow Officer	1 pt/month	
Licensed Title Agent	1 pt/month	
Licensed/Certified Appraiser	1 pt/month	
Licensed General Contractor	1 pt/month	
Bank Officer in Real Estate Loans	1 pt/month	
Certified Real Estate Pre-license Instructor	1 pt/month	
TOTAL POINTS ACCUMULATED (must equal a minimum of 60 points)		

Table I – Real Estate Sales Transactions

<u>Residential</u>		<u>Commercial</u>	
A. One Unit Dwelling	2.5 points	F. Hotel or Motel	10 points
B. Two to Four Unit Dwelling	5 points	G. Industrial or Warehouse	10 points
C. Apartments, 5 Units or More	10 points	H. Office Building	10 points
D. Improved Lot	2 points	I. Retail Building	10 points
E. Vacant Land/Subdivision	10 points		

Table II – Leasing Transactions and Property Management

<u>Residential</u>		<u>Commercial</u> – hotel/motel, industrial/warehouse, office/retail	
A. Each Master Agreement of 5 units+	5 points	E. Each Master Agreement of 5 units+	5 points
B. Each Unit Leased	1.25 points	F. Each Unit Leased	1.25 points
C. Property Management	0.25 pt/month per unit	G. Property Management	1 pt/100,000 sf/month
D. All Other Property Management	0.25 pt/month per unit	H. All Other Property Management	1 pt/100,000 sf/month

Table III – If using more than one profession for experience points, the professional experience cannot run concurrently



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I hereby certify that the information provided with this application, including the attached education and experience logs, is true and correct. I attest that I have read and will comply with all Utah statutes and rules governing real estate practice.

Applicant Signature _____ Date _____ State
of _____ County of _____ Appeared before me this _____ day of
_____, _____, _____, who deposes and says that the
information listed above is true to the best of his/her knowledge. (Notary) _____