

	Professional Regulation Commission
APPLICATION FOR ACCREDITATION AS REAL ESTATE SALESPERSON	

PERSONAL DATA

LAST NAME	FIRST NAME	MIDDLE NAME	Paste here your recent PASSPORT SIZE colored picture with nametag in plain white background
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED	
PERMANENT MAILING ADDRESS			
ZIP CODE	TELEPHONE/CELL PHONE NO/ EMAIL ADDRESS		
SPOUSE'S NAME & CITIZENSHIP		FATHER'S NAME & CITIZENSHIP	MOTHER'S NAME & CITIZENSHIP
CITIZENSHIP	DATE OF BIRTH (mm/dd/yy) □ □ □ □ □ □		PLACE OF BIRTH

Have you ever been convicted by final judgment before any court, military tribunal or administrative body? YES NO
(If yes, please attaché a copy of the decision)

EDUCATIONAL DATA

	Name of School	Location	Course/Degree Completed	From (mm/dd/yy)	TO (mm/dd/yy)
Elementary					
High School					
College					
Others					

NAME OF BROKER	LICENSE NO.	REGISTRATION DATE	VALIDITY DATE	SIGNATURE

Contact No.

EMPLOYMENT RECORD

OFFICE	POSITION HELD	SPECIFIC WORK/FUNCTION	FROM (mm/dd/yy)	TO (mm/dd/yy)

ACTION TAKEN Remarks: _____ _____ Processed by: _____ Date: _____	ACTION TAKEN BY THE BOARD CHAIRMAN _____ MEMBER _____ MEMBER _____ MEMBER _____ MEMBER _____
ACTION TAKEN BY THE CASHIER Amount: _____ Date: _____ O.R. No: _____ Issued by: _____	

I HEREBY CERTIFY that the information and/or statements in this application including the documents submitted in support thereof are all true and correct to my own knowledge, and that I am fully aware that any false information or statement in this application and/or it's attachments shall render me liable for criminal prosecution and/or administrative sanction.
I am agreeing to the PRC Privacy Notice and giving my consent to collection and processing of my personal data in accordance thereto.

THUMBMARK

Applicant's Signature

Date Accomplished

Subscribed and sworn to before this _____ day of _____ 20____ at _____, Affiant
Applicant entitled to me his Community Tax Certificate No. _____ issued at _____ on _____.

PRC ADMINISTERING OFFICER

DOCUMENTARY STAMP

O.R. No. _____
Amount Paid: _____
Date Paid: _____

ACCREDITATION FOR SALESPERSON / FOLLOW-UP SLIP

NAME: _____ PROFESSION _____
DATE OF FILING: _____

Please verify approval of your application and resolution number at the Regional Office Application Section where you filed, after 3 months or visit the PRC website at <https://www.prc.gov.ph/real-estate-service>

STEPS IN FILING APPLICATION FOR ACCREDITATION AS A REAL ESTATE SALESPERSON

1. Fill-out application form together with the required documents and submit for pre-evaluation to the Application Section, Licensure and Registration Division of the Regional Office.
2. Pay the required fee to the Cashier.
3. Proceed to the Customer Service center for metered documentary stamp.
4. Submit duly accomplished application form and required documents to the Application Section, Licensure and Registration Division of the Regional Office.
5. Verify status of application at Telephone. No. _____ after three (3) months or visit the PRC website at <https://www.prc.gov.ph/real-estate-service>

DOCUMENTS REQUIRED FOR REAL ESTATE SALESPERSON

1. Duly accomplished Application Form for RES;
2. Original and photocopy of Philippine Statistic Authority (PSA) Birth Certificate;
3. Original and photocopy of PSA Marriage Contract for married female applicant;
4. Transcript of Record (TOR) or Certification from school/college/university stating that the applicant had completed at least two (2) years in college or its equivalent based on CHED Memorandum Order/Circular;
5. Declaration and Undertaking issued by the licensed REB stating that he/she will assume direct supervision, accountability and responsibility for the RES-Applicant in compliance with Sections 31 and 32 and an undertaking signed by the RES-Applicant and the supervising licensed REB that in the event of dispute or conflict among themselves, they should comply the exhaustion of administrative remedies of the Accredited Integrated Professional Organization (AIPO) or their professional organization;
6. Original copy of Certificate of Completion of twelve (12) hours accredited Real Estate Brokerage Seminar stating the subjects/topics and hours completed per subject/topic;
7. Original and updated National Bureau of Investigation (NBI) Clearance;
8. Two (2) pcs 1 ½ x 1 ½ picture (colored in white background with complete nametag) for File card and Application form;
9. Photocopy of the valid PRC I.D. of the Supervising REB with three (3) signatures (Note: REB PRC ID should be valid for at least 6 months upon the RES application)
10. Payment of prescribed fees and two (2) sets of Documentary Stamp;

For Change of Broker purposes, the following shall be submitted, to wit:

1. Duly accomplished Form for the RES;
2. Declaration and Undertaking issued by the licensed REB stating that he/she will assume direct supervision, accountability and responsibility for the RES-Applicant in compliance with Sections 31 and 32 and an undertaking signed by the RES-Applicant and the supervising licensed REB that in the event of dispute or conflict among themselves, they should comply the exhaustion of administrative remedies of the AIPO or their professional organization;
3. Copy of the approved Request Form (RF) releasing the RES-Applicant from the responsibility of the previous REB;
4. Copy of the approved Resolution dislodging the RES from the previous supervising licensed REB. (Note: Dislodged RES cannot perform the real estate brokerage service until issuance of a new Resolution on his/her reaccreditation with another supervising licensed REB);
5. Two (2) pcs 1 ½ x 1 ½ picture (white background with complete nametag) for the Application form;
6. Photocopy of the PRC I.D. of the Supervising REB with three (3) signatures (Note: REB PRC ID should be valid for at least six (6) months upon the RES renewal application);