



**PROFESSIONAL REGULATORY BOARD OF  
REAL ESTATE SERVICE**

**APPLICATION FOR ACCREDITATION AS  
REAL ESTATE SALESPERSON**

Paste here  
your recent  
PASSPORT SIZE  
colored picture  
with complete  
nametag in white  
background

**PERSONAL DATA**

LAST NAME		FIRST NAME			MIDDLE NAME		
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	CITIZENSHIP	CIVIL STATUS		DATE OF BIRTH(mm/dd/yy)		
			<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED			
			<input type="checkbox"/> WIDOWED	<input type="checkbox"/> SEPARATED			
PERMANENT MAILING ADDRESS						ZIP CODE	
PLACE OF BIRTH			TELEPHONE /CELL PHONE NO/ EMAIL ADDRESS				
SPOUSE'S NAME & CITIZENSHIP		FATHER'S NAME & CITIZENSHIP		MOTHER'S NAME & CITIZENSHIP			

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

**EDUCATIONAL DATA**

	Name of School	Location	Course/Degree Completed	FROM (MM/YY)	TO (MM/YY)
Elementary					
High School					
College					
Others					

NAME OF BROKER	LICENSE NO.	REGISTRATION DATE	VALIDITY DATE	SIGNATURE

**EMPLOYMENT RECORD**

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

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

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 in the attachments thereto shall render me liable for criminal prosecution and /or administrative sanction.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Accomplished



Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_. Affiant applicant exhibited to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
PRC ADMINISTERING OFFICER

O. R. No. \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

**ACCREDITATION FOR SALESPERSON  
FOLLOW-UP SLIP**

**NAME:** \_\_\_\_\_  
**DATE OF FILING:** \_\_\_\_\_

Please verify approval of your application and resolution number at the PRC website: [prc.gov.ph](http://prc.gov.ph) (news & event) or call (02) 7351533 after 3 months.

\_\_\_\_\_  
Application Processor/Date

## STEPS IN FILING APPLICATION FOR ACCREDITATION AS A REAL ESTATE SALESPERSON

1. Fill-up application form together with required documents for pre-evaluation to the Office of the Secretary, PRBs or of the Assistant Secretary, PRBs (3<sup>rd</sup> Flr., Main Bldg.) at the PRC Central Office and Regional Offices processing counters.
2. Proceed to the cashier for payment of fees P600.00 (Ground Flr., Main Bldg.) at the Central Office or Cashier's Window at the Regional Offices.
3. Proceed to the Customer Service Center for documentary stamp. (Ground Flr., Annex Bldg.) / designated counter at the Regional Offices.
4. Submit duly accomplished application form and requirements to the Office of the Assistant Secretary (3rd Flr.) / designated counter at the Regional Offices.
5. Verify status of application at the PRC website: prc.gov.ph (news & event).

## DOCUMENTS REQUIRED FOR REAL ESTATE SALESPERSON

### 1. For Real Estate Salesperson with no DTI / HLURB Registration.

- 1 Original and Photocopy of NSO Certificate of Live Birth / Birth Certificate
2. Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
3. Original and Notarized Certificate of Educational Attainment on the Completion of at least two (2) years of College
4. Original NBI Clearance (Valid)
5. Original and Notarized Certification of twelve (12) credit units on Real Estate Brokerage.

### 2 For Real Estate Salesperson with DTI / HLURB Registration (Deadline: December 31, 2011)

1. Original and Photocopy of NSO Certificate of Live Birth / Birth Certificate
2. Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
3. Original and Notarized Certificate of Educational Attainment (at least H.S. Diploma)
4. Original NBI Clearance (Valid)
5. Original and Notarized Certification of his /her DTI Licensed Estate Broker or HLURB Registered Real Estate Developer
6. Original and Photocopy of DTI / HLURB Certificate of Registration as Salesperson
7. Original and Notarized Certification of a least One Hundred Twenty (120) Hours of training and seminar to be issued by the Employer or Provider (60 hrs. classroom lectures or seminars and 60 hrs. of training or fieldwork).

### 3. Real Estate Salesperson with at Least Three (3) years of Active Practice (Deadline: December 31, 2011)

1. Original and Photocopy of NSO Certificate of Live Birth / Birth Certificate
2. Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
3. Original and Notarized Certificate of Educational Attainment (at least H.S. Diploma)
4. Original NBI Clearance (Valid)
5. Original and Notarized Certification of his /her Supervising Real Estate Broker or HLURB registered Real Estate Developer
6. Original and Notarized Certification of a least One Hundred Twenty (120) Hours of training and seminar to be issued by the Employer or Provider (60 hrs. classroom lectures or seminars and 60 hrs. of training or fieldwork).