

**SOUTH DAKOTA  
REAL ESTATE COMMISSION**  
Application for Firm License  
**FEE OF \$100 MUST ACCOMPANY THIS APPLICATION**

To: South Dakota Real Estate Commission  
221 West Capitol Avenue, Suite 101  
Pierre, South Dakota 57501

For Commission Use Only

License No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Approval Date \_\_\_\_\_  
Approved By \_\_\_\_\_  
Granted \_\_\_\_\_

- ◆ **Application must be filed on original form.**
- ◆ **Application must be carefully and legibly printed or typed. Every question must be answered or the application will be returned for completion.**
- ◆ **Non-refundable application fee of \$100.00 must accompany application.**
- ◆ **A certificate of licensure issued within 30 days of the application must be included for out-of-state firms.**

In compliance with the provisions of SDCL 36-21A, I hereby make application for a firm license to engage in the business of:  
(choose one) Real Estate Brokerage \_\_\_\_\_, Property Management \_\_\_\_\_, Real Estate Auctions \_\_\_\_\_.

1. Business name (DBA)

2. Business address

(Street)

(City)

(State)

(Zip)

(County)

(Telephone)

3. Business mailing address if different from above

(Street)

(City)

(State)

(Zip)

4. Type of firm: Corporation \_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership \_\_\_\_\_ Association \_\_\_\_\_  
Limited Liability Partnership \_\_\_\_\_

5. Is the firm registered and in good standing with the South Dakota Secretary of State? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Name of Corporation, Limited Liability Company, Partnership, Association or Limited Liability Partnership

7. State the name of the responsible broker, auctioneer or property manager who will represent the firm.

8. List the licensed associates who will act as real estate broker associates, salespersons, property managers or auctioneers in South Dakota:

9. Are the individuals enumerated in No. 8 now licensed under SDCL 36-21A? Yes No.

10. Has your application ever been rejected or your real estate license revoked in this or any other jurisdiction?  
Yes No If the answer is "yes", give exact details in full.

11. Has any owner of the firm had a real estate license or firm license disciplined in this or any other jurisdiction?  
Yes No If the answer is "yes", give exact details in full.

12. Has the responsible broker or any individuals associated with the firm been involved in litigation either as plaintiff or defendant involving real estate during the past year? Yes No If answered "yes", explain on separate sheet giving dates, places, persons and full details of such litigation and attach as part of this application.

13. Has the responsible broker or any individuals associated with the firm ever been convicted of, plead guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, coercion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses? Yes No If answered "yes" explain on separate sheet giving dates, place, and full particulars and attach as part of this application.

14. Name and address of bank or financial institution in which the firm will maintain special or trust accounts.

(Street)

(City)

(State)

(Zip)

(County)

(Telephone)

15. Have you read and do you understand the provisions of the South Dakota real estate license law as set forth in SDCL 36-21A, and the administrative rules of the Real Estate Commission? Yes No

16. Does your firm expect to conduct real estate activities outside the state of South Dakota? Yes No  
If your answer is "yes", explain fully

17. Do you agree to conduct the firm's business in a strictly legitimate and ethical manner?    Yes        No
18. Do you understand that the responsible broker or authorized representative of the firm is required to notify the Real Estate Commission if there is any change in the responsible broker?    Yes        No
19. Do you understand if this firm is dissolved, that the responsible broker or authorized representative of the firm is required to notify the Real Estate Commission immediately and have 10 days to return the firm license?    Yes        No

**Important** – If firm is a corporation, this application must be signed by the President and Secretary of the corporation and responsible broker.

If firm is a partnership, association, or limited liability company, this application must be signed by **all members** and acknowledged by the responsible broker.

**ALL CORPORATIONS COMPLETE**

\_\_\_\_\_ Name of Corporation

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Responsible Broker

**ALL ASSOCIATIONS, PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS OR COMPANIES COMPLETE**

\_\_\_\_\_ Name of association, partnership, limited liability partnership or company

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Responsible Broker Signature