



Acknowledgement of Supervisory Qualifying Broker Responsibilities

(For use by Associate Broker OR Qualifying Broker applicants working in the capacity of Associate Broker)

I, the undersigned, am the Supervisory* Qualifying Broker for the Associate Broker applicant named below. I request that upon issuance, the Real Estate Commission mail the Associate Broker's license to the brokerage address shown below.

Associate Broker Applicant Name: _____
 Brokerage Trade Name: _____
 Brokerage Location Address: _____
 City: _____ State: _____ Zip: _____
 Brokerage Phone Number: _____

Supervisory Qualifying Broker Name & License Number: _____ # _____
 Brokerage Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Brokerage Phone Number: _____

Property Management- Will this Associate Broker be performing property management services for your brokerage? Yes No

I hereby acknowledge that as a Supervisory Qualifying Broker, I am responsible for all of the duties listed under Part 16 of the Commission Rules, Qualifying Broker Affiliation and Responsibilities, including:

- A. Maintaining and reviewing all records and documents related to real estate transactions processed through the brokerage;
- B. Providing or promoting appropriate training of all brokers and staff affiliated with the brokerage to ensure compliance with the Real Estate License Law and Commission Rules;
- C. Supervising advertising of real estate or real estate services conducted on behalf of others by anyone affiliated with the brokerage;
- D. Executing and maintaining current written employment agreements or independent contractor agreements with associate brokers affiliated with the brokerage.

Signature of Qualifying Broker: _____
 Date _____

Signature of Authorized Corporate Officer (if applicable): _____

*Supervisory qualifying brokers are those who have had at least four years active experience as an Associate Broker during the 60-month period preceding their application for a Qualifying Broker's license and who supervise one or more brokers affiliated with their brokerage.

