



Department of  
**Commerce &  
Insurance**

500 James Robertson Parkway  
Nashville, TN 37243  
Tel: 615-741-2241  
<http://www.tn.gov/commerce/>

FOR OFFICE USE ONLY

LICENSE TYPE 2510

TRANSACTION TYPE 1010

FILE NUMBER \_\_\_\_\_

ENTITY NUMBER \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

## DESIGNATED AGENT FOR VACATION LODGING SERVICES FIRM APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: TN Department of Real Estate

**The Department of Commerce & Insurance  
500 James Robertson Parkway  
Nashville, TN 37243**

### Section One: Applicant Identification and eligibility verification

Name of Applicant: \_\_\_\_\_  
Last
First
Middle

Are you currently licensed? Yes/No \_\_\_\_\_ If Yes, License Number \_\_\_\_\_

Social Security Number OR Federal EIN \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
TENNESSEE REAL ESTATE COMMISSION  
500 James Robertson Parkway  
Nashville, Tennessee 37243-1151  
(615) 741-2273 or (800) 342-4031  
Fax: 615-741-0313**

**APPLICATION FOR DESIGNATED AGENT LICENSE  
FOR VACATION LODGING SERVICES FIRM**

**Please read carefully before completing and submitting:**

- Each question must be answered completely and the fees must be paid and processed before any action will be taken on this application.
- A Designated Agent license and the license of Vacation Lodging Services firm with which the Designated Agent is affiliated, will expire at the same time. At the time the Designated Agent is no longer affiliated with the VLS listed in this application, the Designated Agent license will immediately expire.
- A Designated Agent must be an owner, principal, officer or upper level manager of the Vacation Lodging Services Firm listed in this application.
- All applicants must have completed the required approved 8 hour pre license course and the certificate of completion must accompany this application.
- The applicant must be at least 18 years of age.
- The applicant must provide proof which the Commission determines satisfactory, that they have a high school degree or a general educational development certificate (GED).

Legal Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Vacation Lodging Services Firm Name: \_\_\_\_\_

VLS Tennessee Firm License Number: \_\_\_\_\_

VLS Tennessee Firm License Expiry Date: \_\_\_\_\_

VLS Firm Business Address: \_\_\_\_\_

VLS Firm Mailing Address: \_\_\_\_\_



Please list state and type of license or certificate:

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Check One: High School Graduate \_\_\_\_\_ GED \_\_\_\_\_ College \_\_\_\_\_

Please attach all verifying documents and all transcripts and send with application.

Will you be engaged exclusively as a Designated Agent or will you be involved in other businesses or business activities also? \_\_\_\_ If yes, please list the names and addresses of other business or business related activities, the percentage of time devoted to those activities and the nature of the business or business related activities. If any of the businesses or business related activities have been issued, or have applied for, a license or a certificate, or have held a license or certificate, please list the license or certificate, the state issuing the license or certificate, the identifying number of the license or certificate and status of the license or certificate (active, inactive, retired, revoked, terminated, suspended, etc).

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Will you be a signatory on the Vacation Lodging Services Firm escrow account? \_\_\_\_

Do you understand that as the Licensed Designated Agent you will be held accountable and responsible for the management of, and the disbursement of monies from, the Firm Escrow Account, as identified in the Firm application and as further required by TCA 62-13-104(2)? Yes  No

Do you understand that it is your responsibility as Designated Agent for the Firm to maintain complete records of all transactions and that such complete records shall be

readily available so that the director of TREC or the director's duly authorized representative may examine and copy all books, records, accounts and/or documents (regardless of the medium in which the above are stored and/or maintained) at the business address listed in this application and the firm application? Yes  No

Do you understand that it is the responsibility of the Designated Agent to notify TREC of any change of address within ten days of such change? Yes  No

Do you understand that the fees submitted with this application are non refundable, even if your Designated Agent license is not issued or if it is issued and terminated for any reason, including if you cease to serve as the Designated Agent for the Vacation Lodging Firm listed in this application ? Yes  No

Do you understand that your Designated Agent license will terminate if you do not continue to serve as either an owner, principal, officer, or upper level manager of the Firm listed in this application? Yes  No

Do you understand that your license and the Firm license must be prominently displayed in the business address of the Firm? Yes  No

Do you understand that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in TCA 62-13-104(2) and any rules, regulations and policies which the Commission has adopted thereunder? Yes  No

Do you understand that you must complete 8 hours of approved continuing education each renewal period and that no course can be repeated for credit in the same renewal period? Yes  No

Have you ever been refused a license or had a license revoked, suspended, reprimanded, or fined by any federal, state, or local government? (Do not include motor vehicle license.) If you voluntarily surrendered a license at a time that disciplinary action was pending against you or you were under investigation by a licensing body, governmental agency or professional organization you must provide information regarding the license surrender.

Have you ever had a complaint filed against you with any regulatory agency or with any court? Yes  No  If yes, please include copies of all complaints and the disposition of all complaints.

Have you ever pled guilty, pled nolo contendere, or been convicted of any criminal offense? (Do not include traffic violations.) Yes  No  If yes, see information set forth immediately below regarding documents and/or appearances before the Commission prior to consideration of licensure.

- If you answer "yes" to the preceding question concerning convictions, the Commission requires you to submit a certified copy of your conviction record in addition to an affidavit providing details of each charge.
- You may petition the Commission prior to taking or completing pre-license education by submitting the "Application for Decision Regarding Prior Criminal Conviction(s) and/or Disciplinary Sanctions(s)" This form along with all requested documentation will then be reviewed by the Commission and you will be notified of their decision.
- THE TENNESSEE REAL ESTATE COMMISSION DOES NOT ALLOW ANYONE ON PAROLE OR PROBATION TO BE LICENSED UNLESS TWO (2) YEARS HAVE PASSED FROM THE DATE OF EXPIRATION OF PROBATION, CONVICTION, OR RELEASE FROM INCARCERATION, WHICHEVER IS LATER.

Have you ever filed for business or personal bankruptcy? Yes  No  If yes, attach affidavits of all details.

Have you ever had a complaint, civil action, judgment or attachment filed against you? Yes  No  If yes, attach affidavits of all details.

Please send the completed and fully executed and notarized application, along with the initial license fee of \$100.00 to TREC at the address listed at the top of page one of this application.

### **AFFIDAVIT and SIGNATURE**

The undersigned, in making this application to the Tennessee Real Estate Commission for the purpose of obtaining a Tennessee Designated Agent license, swears and affirms that he/she is the applicant named herein and that the answers and information provided are true to the best of his/her knowledge, information and belief. Further, the applicant understands that any omissions, inaccuracies or failure to fully disclose may be deemed to be sufficient grounds to deny the license, with hold renewal of the license, suspend or revoke the license or take any other disciplinary action against applicant which is authorized by law. The applicant fully understands and accepts the responsibilities and obligations of a Designated Agent. The applicant certifies that he/she is familiar with the Tennessee Real Estate Broker License Act of 1973 as it pertains to Designated Agents and all rules, regulations and policies which the Commission has adopted thereunder.

The undersigned further understands that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in TCA 62-13-104(2) and any rules, regulations and policies which the Commission has adopted thereunder.

Applicant must sign this application before a Notary Public.

\_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public Signature

My Commission expires: \_\_\_\_\_