

**TENNESSEE REAL ESTATE COMMISSION  
APPLICATION FOR DECISION REGARDING PRIOR CRIMINAL CONVICTION(S)  
AND/OR DISCIPLINARY SANCTION(S)**

RETURN TO:  
TREC.INFO@TN.GOV

Questions, call 615-741-2273  
Email: TREC.INFO@TN.GOV

Tennessee Code Annotated, Section 62-13-303 and Section 62-13-312 provide in part that the Commission may deny a license to an applicant who has a prior criminal conviction(s) and/or a disciplinary sanction(s) imposed by an occupational licensing body.

**Have you taken the exam for licensure?**    **Yes**    **No (If yes, see a, if no, see b)**

- a. You must answer all parts to this questionnaire and submit all required documentation. Applicants with a felony conviction or a misdemeanor conviction involving the theft of money, property or services must appear before the Commission to be considered for licensure. If it is determined that you must appear before the Commission, your Principal Broker will need to accompany you. You will be contacted to schedule an appearance.
  
- b. You must answer all parts to this questionnaire and submit all required documentation. Because of the time and expense involved in becoming an applicant for licensure, the Commission affords an individual who has not yet become an applicant the opportunity to request that the Commission make a preliminary decision on the conviction(s) or the prior disciplinary sanction(s) before the individual takes the required education and examination for license. The purpose of a preliminary decision is merely to provide advisory guidance. However, the Commission may elect to allow a favorable preliminary decision to become its final decision without further investigation or hearing when the individual becomes an applicant for licensure. Applicants with a felony conviction or a misdemeanor conviction involving the theft of money, property or services must appear before the Commission to be considered for licensure. If it is determined that you must appear before the Commission, your Principal Broker will need to accompany you. You will be contacted to schedule an appearance.

**REQUIRED ATTACHMENTS**

- 1. An individual seeking a preliminary decision **must submit** to the Commission **a certified copy of the court disposition for the conviction(s) and/or a copy of the paperwork for disciplinary related sanctions imposed by another licensing regulatory authority. It must show the exact charge, judgment rendered, sentence or penalty and end of any probationary period.** You must provide a current TBI/FBI Report. The cost is \$42.00 and the report may be secured by contacting the Identogo at 855-226-2937 or [www.identogo.com](http://www.identogo.com). If the court disposition is unavailable, you must provide a letter from the court stating that the documents are not available. An individual may also provide the Commission with any additional information that the individual believes may assist the Commission in rendering a preliminary decision

The Commission cannot begin its processing of your application until it receives all of the above items. The Commission will notify you of its decision when its investigative process is completed.

**ALL APPLICANTS MUST COMPLETE THE FOLLOWING:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_\_\_, **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Best phone # to reach you:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Type of License For Which You Are Applying:**

- Affiliate Broker**     
  **Broker**     
  **Timeshare Salesperson**     
  **Acquisition Agent**

Yes  No Have you ever been convicted of, pled nolo contendere to, pled guilty to, or been granted first offender treatment upon being charged with any criminal offense(s) other than a traffic violation? (Within the last 10 years, includes DUI)

Yes  No Have you ever been disciplined by any state or federal licensing agency or authority which regulates any profession? (Within the last 10 years) (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on your rights to operate as a licensee.)

Yes  No Are you more than two months behind in making any child support payments?

Yes No Are you on probation? **PLEASE NOTE: Rule 1260-1-.01 STATES NO PERSON SHALL BE ELIGIBLE**

**FOR EXAMINATION OR BE CONSIDERED FOR LICENSURE UNLESS TWO (2) YEARS HAVE PASSED FROM THE DATE OF THE EXPIRATION OF PROBATION, PAROLE OR CONVICTION, OR FROM THE DATE OF RELEASE FROM INCARCERATION, WHICHEVER IS LATER IN TIME. THIS RESTRICTION SHALL APPLY TO ALL FELONIES, AND TO MISDEMEANORS WHICH INVOLVE THE THEFT OF MONEY, SERVICES, OR PROPERTY. AN APPLICANT WHO APPEARS BEFORE THE COMMISSION REQUESTING LICENSURE AND WHO IS DENIED WILL NOT BE ELIGIBLE FOR RECONSIDERATION FOR SIX (6) MONTHS FROM THE DATE OF THE DENIAL.**

IF YOU CHECKED YES TO ANY OF THE ABOVE QUESTIONS, YOU MUST COMPLETE THIS FORM IN ITS ENTIRETY AND SUBMIT TO TREC WITH THE REQUIRED DOCUMENTATION. **If you have more than one conviction or disciplinary action, you must list each one separately and answer the following questions relative to each conviction/ disciplinary action. Use additional sheets if necessary to respond fully and completely to each question and number your responses to the corresponding question.**

**SECTION A**

What was the exact charge(s) with which you were actually convicted?

Conviction 1: \_\_\_\_\_ Date of judgment \_\_\_\_\_  
 Sentence \_\_\_\_\_ Date probation ended \_\_\_\_\_

Conviction 2: \_\_\_\_\_ Date of judgment \_\_\_\_\_  
 Sentence \_\_\_\_\_ Date probation ended \_\_\_\_\_

Conviction 3: \_\_\_\_\_ Date of judgment \_\_\_\_\_  
 Sentence \_\_\_\_\_ Date probation ended \_\_\_\_\_

If you have been disciplined by any state or federal licensing agency or authority which regulates any profession, please complete this section. Attach a copy of your complaint and final disposition to this application.

Complaint 1: \_\_\_\_\_

Disposition: \_\_\_\_\_

Complaint 2: \_\_\_\_\_

Disposition: \_\_\_\_\_

In your own words, describe in detail what happened for each separate conviction or disciplinary action. Attach additional page(s) if necessary to thoroughly explain.

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1. How old were you at the time of the conviction(s)/disciplinary action?

Conviction/Action 1: \_\_\_\_\_ Conviction/Action 2: \_\_\_\_\_ Conviction/Action 3: \_\_\_\_\_

2. Were any other parties involved?  Yes  No \_\_\_\_\_

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3. Were any other parties harmed?  Yes  If so, how \_\_\_\_\_

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4. What were the circumstances surrounding your conviction(s)/disciplinary action(s)? \_\_\_\_\_

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5. What was your motivation for committing the unlawful act(s)?

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6. Have you made all required restitution?  Yes  No (Charge 1)  Yes  No (Charge 2)  Yes  No (Charge 3)

7. Have you completed all the conditions of your sentence?  Yes  No (If no, give details)

8. What steps have you taken to prevent a recurrence of your unlawful act(s)? \_\_\_\_\_

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9. List your work experience since the conviction/disciplinary action \_\_\_\_\_

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10. Why do you think you should be granted a license in spite of the conviction(s)/disciplinary action(s)? \_\_\_\_\_

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The undersigned applicant for preliminary decision by the Tennessee Real Estate Commission does hereby authorize representatives of the Commission to receive any criminal history record pertaining to the undersigned applicant which may be in the files of any federal, state, or local criminal justice agency. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
TENNESSEE REAL ESTATE COMMISSION**

500 JAMES ROBERTSON PARKWAY  
1ST FLOOR  
NASHVILLE, TENNESSEE 37243-1151  
(615) 741-2273 or 800-342-4031  
fax 615-741-0313

**LETTER OF RECOMMENDATION**

*(Please print or type all answers, or furnish all requested information on your own letterhead)*

TO: TENNESSEE REAL ESTATE COMMISSION

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: License Application of:

\_\_\_\_\_  
(Applicant's Name)

**BACKGROUND INFORMATION:**

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity? \_\_\_\_\_
3. Are you related by blood or marriage to the applicant? Yes \_\_\_ No \_\_\_  
If Yes, How? \_\_\_\_\_
4. What is your employment, business or profession? \_\_\_\_\_
5. How and when did you learn of the applicant's conviction? \_\_\_\_\_

Your comments regarding this recommendation: *(Continue on back if desired)*

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\_\_\_\_\_  
(Signature)