



Georgia Real Estate Commission Georgia Real Estate Appraisers Board



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Section C

Firm Affiliation Information

To obtain an **ACTIVE** license all salespersons, associate brokers, or community association managers must affiliate with a resident or non-resident broker who is licensed by the Georgia Real Estate Commission. The broker must complete this section.

I request that the license of the above named licensee be issued as an affiliate of this firm, and I certify that the licensee has entered into the agreement required by Substantive Regulation 520-1-.07(5)

GA Broker Signature:  Date: 

Firm Name: Firm License #

Address:

City: State: Zip Code: Firm Phone Number:

Section D

Background Information

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES NO

You must answer YES to this question even if:

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding every conviction
 - 2) whether you have made any required restitution
 - 3) whether you have completed all conditions of your sentence
 - 4) whether you are on parole or probation (*and the date it will end*)