ADDENDUM TO APPLICATION FOR COLORADO REAL ESTATE BROKER

RETURN TO:

Division of Real Estate
Real Estate Commission
1560 Broadway, Ste. 925
Denver CO 80202
Phone # (303) 894-2166

In compliance with Title 12, Article 61, Part 1, C.R.S., I hereby supplement my application for a Real Estate Broker license as indicated below:

1. Name:_____

(Last) (First) (Middle) (Former \ Maiden)

2. Date of birth: _____ Place of birth: _____

(Month) (Day) (Year) (City) (State)

3. Social Security No.: _____/_____/_____(**Required by 24-34-107 C.R.S.**)

4. Residence Address:_____

(Number and Street) (City) (State) (Zip Code)

5. P.O. Box for mailing purposes:_____

(No.) (City) (State) (Zip Code)

6. Residence Phone Number: (____)_____ Business Phone Number: (____)_____

Cellular Number(____)_____ E-Mail Address_____

NOTE

- This application and the supplemental information described in this form is required to be submitted in conjunction with your license application if you have answered "yes" to any of the questions in item #12 of the APPLICATION FOR A COLORADO REAL ESTATE BROKER LICENSE (FORM # REC-BA) concerning prior criminal charges and pleas.
- The Real Estate Commission is authorized by law to require and procure any such proof as is necessary in reference to the truthfulness, honesty, and good moral character of any applicant for a real estate broker's license. The law requires that no person shall be granted a license until such person establishes compliance with the provisions concerning truthfulness and honesty and otherwise good moral character; and in addition, competency to transact the business of a real estate broker in such manner as to safeguard the interest of the public. Only after satisfactory proof of such qualifications, together with the application for such license filed in the office of the Commission, is a license granted. In determining such person's character, the Real Estate Commission shall be governed by the provisions of section 24-5-101, C.R.S.
- If you have any questions not answered in this form, please contact the Licensing Section at the Division of Real Estate 303-894-2166.

7. In order to process your application, the following information concerning the criminal incident(s) described on your broker application must be submitted for review by the Colorado Real Estate Commission so that they may make the determinations required by law. What follows is a general description of documentation required to complete your application. Additional documents or statements may be required after staff review. This addendum must be accompanied by:

☑ A. Court Documents: Computer printouts are not acceptable, please obtain actual court documents with signatures. In most criminal cases, the county in which the violation occurred, will also be the location of the court that you'll need to contact. For instance if a crime of theft is committed in the City of Castle Rock in Douglas County, the records will be kept in the Douglas County District Court, 18th Judicial District, Colorado. The records are public and are contained in a central file of cases. You will need to ask the court clerk how you can arrange to have copies made of your case file. It is your responsibility to contact the appropriate court, police department, probation office or other agency to obtain the required letters, statements or other documents. If the court or police tell you that the documents are no longer available, get a written statement of confirmation to that effect from the appropriate party. The court documents include but may not be limited to:

☑ i. Original Charges This may be in the form of either a Complaint, Criminal Complaint, Warrant, Summons or Information and indicates the specific violation(s), sometimes referred to as Count(s), for which you have been charged. Sometimes these documents are combined, for example they may be called Summons and Complaint, or Complaint and Information.

☑ ii. Disposition This document indicates your plea or stipulation to the charges and includes all of the terms of your conviction and sentence. Sometimes this is called a Judgment, Sentence or Stipulation for Deferred Plea.

☑ iii. Pre-sentencing Report This document contains background information about you and is sometimes used by the court before the court imposes it's sentence or enters into a stipulation with you. In certain cases (Federal) this document may not be available. In other instances, you may have to give your written permission to have this report released.

☑ iv Certification of Completion This is the document that indicates satisfactory completion of the terms of the court's sentence. It includes reference to payment of court costs and fines, payment of restitution, completion of probation, and any court ordered requirement like counseling, testing or classes. If you have not completed the terms of your sentence you must ask the court or the probation office to provide you with a letter indicating the current status.

☑ B. Police Officer's Report: The arresting, ticketing or charging agency, write a report on the incidences and factual matters related to filing of charges. This report will usually be found at the office of the arresting or ticketing law enforcement agency (police department, sheriff's office, etc.). This document is sometimes part of your court records. However, if it is not part of your court records, you must contact the appropriate agency to get a copy.

☑ C. Probation Officer's Report: The probation department can issue certification of completion of the terms of your probation. If you have not completed the terms of your probation you must ask your probation office to provide you with a letter indicating the current status of the terms of your probation.

☑ D. Written Statements:

☑ i. You must submit a written statement that relates the following information:

- ❑ A description of the factual events and your actions that led to the charges being filed against you.
- ❑ An explanation, from your perspective, of the circumstances, reasons or situations that contributed to charges being filed against you. This includes, any information or explanation that you believe mitigates or lessens the severity of your actions or the charges.
- ❑ A description of any changes, events or accomplishments that illustrate rehabilitation and that you are truthful, honest, and a person of good moral character. This could include having met the court's terms of sentence such as: ➢ having made restitution, ➢completing probation, ➢completing community service. Your statement should also include a description of any of the following: ➢voluntary involvement in community, church or privately sponsored programs or activities of benefit to the community, ➢ new and different social and business relationships, ➢stability of family and financial matters, ➢enrollment in or completion of education or vocational training, ➢involvement in training or counseling for the purpose of self improvement or advancement, ➢ substance abstinence and/or abuse programs, intervention programs, therapy, ➢self realization, awareness and personal growth, ➢any other information you believe is illustrative of changes of attitude, circumstances and environment that may have contributed to having the charges filed against you. This is your opportunity to illustrate to the Commissioners that you have been rehabilitated and that you are truthful, honest, and a person of good moral character.
- ❑ Your statement must include your signature and also conclude with the statement "I have no other violations either past or pending", if that is true in your case.

☑ ii. You must include a signed written statement from the employing and supervising broker that indicates that he/she understands the exact nature of the violation(s) and that he/she is willing to employ and supervise you. One way for the broker to become familiar with the issues is by having the broker review your personal statement and the court documents. Your employing broker should include what specific special supervision he/she feels is appropriate in your case. Your broker may include any additional information or comments relative to your character, truthfulness and honesty known by the broker.

☑ E Letters of Recommendation:

☑ i. Written statements from others such as: Past and present employers, past and present co-workers, probation officers, court officers, public officials, clergy, business and industry leaders, family and friends. These letters, while not required, are an indication to the Commission that others in the community are confident that you are rehabilitated and are able to handle the responsibility and trust that comes with the professional license you are seeking. Letters submitted on your behalf should identify the writer's relationship to you **and indicate the writer's knowledge of your past violation or conviction** and your subsequent rehabilitation, honesty, truthfulness and good character.

☑ ii. If applicable, written statements or other evidence from medical, psychological or other professionals who are competent to address conditions existing at the time of the underlying conduct or presently.

☑ F. Personal and Employment History: Please complete the following information and detail your employment history for at least the past **five years**. Be sure to indicate your current and recent employment activity. All of the information regarding name of employers, dates of employment, supervisor's names, addresses, telephone numbers and your duties and responsibilities should be completed. If a student, include dates and school attended. If unemployed please include dates.

PERSONAL HISTORY					
NAME (LAST, FIRST, MIDDLE INITIAL)			PREVIOUS NAME		
ADDRESS		CITY		STATE	ZIP
HOME PHONE		SOCIAL SECURITY NUMBER		BIRTH DATE	AGE
MARITAL STATUS	NUMBER OF DEPENDENT CHILDREN	RENT/OWN?	HOW LONG AT THIS PRESENT ADDRESS		
HIGHEST LEVEL OF EDUCATION	DEGREE/MAJOR IN COLLEGE	NAME OF COLLEGE			
INCLUDE ANY OTHER INFORMATION THAT YOU WOULD LIKE THE COMMISSION TO KNOW ABOUT YOUR PERSONAL HISTORY					

IN THE FOLLOWING SECTION, PLEASE LIST YOUR WORK HISTORY FOR AT LEAST THE PAST 5 YEARS, INCLUDING PART-TIME, TEMPORARY, VOLUNTEER JOBS, AND PERIODS OF UNEMPLOYMENT. LIST JOBS IN REVERSE ORDER, STARTING WITH YOUR PRESENT OR MOST RECENT JOB. YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.

EMPLOYMENT HISTORY

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT
EMPLOYER'S COMPLETE ADDRESS		
SUPERVISOR'S NAME		TELEPHONE NUMBER
NATURE OF THE BUSINESS AND YOUR DUTIES		
REASON FOR LEAVING		

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT
EMPLOYER'S COMPLETE ADDRESS		
SUPERVISOR'S NAME		TELEPHONE NUMBER
NATURE OF THE BUSINESS AND YOUR DUTIES		
REASON FOR LEAVING		

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT
EMPLOYER'S COMPLETE ADDRESS		
SUPERVISOR'S NAME		TELEPHONE NUMBER
NATURE OF THE BUSINESS AND YOUR DUTIES		
REASON FOR LEAVING		

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT
EMPLOYER'S COMPLETE ADDRESS		
SUPERVISOR'S NAME		TELEPHONE NUMBER
NATURE OF THE BUSINESS AND YOUR DUTIES		
REASON FOR LEAVING		

BELOW PLEASE LIST ANY COURT REQUIRED COMMUNITY SERVICE YOU HAVE PERFORMED. INCLUDE THE NAME OF THE PERSON YOU REPORTED TO AND A PHONE NUMBER TO REACH THAT PERSON. PLEASE LIST THE NUMBER OF HOURS YOU WERE REQUIRED TO COMPLETE AS WELL AS THE NUMBER OF HOURS YOU HAVE SERVED.

NAME AND LOCATION OF INSTITUTION OR ORGANIZATION FOR WHICH YOU PERFORMED COMMUNITY SERVICE	NAME AND PHONE NUMBER OF THE PERSON YOU REPORTED TO	TYPE OF WORK	HOURS REQUIRED	HOURS COMPLETED

I hereby request that the information contained in and submitted relative to this addendum, be included as part of my real estate broker application.

APPLICANT'S SIGNATURE _____ DATE _____