



Government of the Virgin Islands
of the United States

Department of Licensing and Consumer Affairs

Golden Rock Shopping Center
3000 Estate Golden Rock, Suite 9
St. Croix, VI 00820-4311
Telephone: 340.773.2226
Facsimile: 340.773.6982

Administrative Complex
"The Battery"
St. John, VI 00830
Telephone: 340.693.8036
Facsimile: 340.776.6989

Property & Procurement Building
8201 Subbase, Suite 1
St. Thomas, VI 00802-5826
Telephone: 340.774.3130
Facsimile: 340.776.8303

**VIRGIN ISLANDS REAL ESTATE COMMISSION
APPLICATION FOR REAL ESTATE SALESMAN'S LICENSE**

Temporary License & Examination

Examination Only

Part I

The undersigned, a licensed V.I. Real Estate Broker, declare that I hereby sponsor the herein named for a Real Estate Salesman's License and that I shall be fully responsible for his professional actions in accordance with the regulations and provisions of Title 27, Chapter 15 of the Virgin Islands Code.

Sponsoring Broker's Signature _____ License # _____ Date _____

Print Name _____

Broker's Trade Name _____ Broker's Trade Address _____

Broker's Email _____

Witness' Signature _____ Witness' Signature _____

Part II

1. Full Name _____
First Middle Last

2. Father's Name _____ 3. Mother's Maiden Name _____

4. Have you ever changed your name? () Yes () No
If yes, attach certified copy of Court Order authorizing name change.

5. Physical Address _____

6. Mailing Address _____

Email Address _____

7. Home Telephone # () _____ Mobile # () _____

8. Date of Birth _____ 9. Place of Birth _____

10. Citizenship _____ 11. Naturalized () Yes () No
If you are a non-US citizen or naturalized citizen attach a copy of your green card or naturalization documents.

12. Social Security Number _____

13. Virgin Islands Resident () Yes () No If yes, how long? _____

"Serving Businesses and Assisting, Educating, & Protecting Consumers"



14. If you answered No to question 13, please list all jurisdictions in which you have lived for the last 5 years. **Attach police reports from all jurisdictions listed below.**

15. When was VI residence established? _____
Attached proof of residency (electric bill, lease agreement.)

16. If VI residency is less than 2 years, list previous address:

17. Present business or professional activity _____

18. Have you previously taken the examination for a V.I. Real Estate Salesman's License?

Yes No

If yes, list the date of the examination(s) and result(s). _____

19. Have you served in the Armed Forces? Yes No Type of discharge _____

Attach a copy of your discharge papers.

20. If you answered Yes to question 19, give date(s) of service, branch of service, serial number, rate of rank and commendations and/or decorations.

21. Have you ever been discharged or have you ever resigned from a position because of alleged misconduct or misappropriation of funds? Yes No

If yes, provide date and full details

22. Have you ever been convicted of a felony? Yes No

If yes, please explain:

23. **List any additional information you feel may be pertinent to this application.**

Part III REFERENCES: VI Real Estate Commission members and relatives of the applicant may not be listed as references. At least two (2) individuals listed as references must be residents of the **Virgin Islands** for the past five (5) years. **Provide letters from all references listed on the application.**

24. PROFESSIONAL REFERENCES

Name	Address	Telephone Number
1.		
2.		
3.		

25. CHARACTER REFERENCES

Name	Address	Telephone Number
1.		
2.		

Part IV EDUCATION (Please list in chronological order, beginning with the most recent)

26. COLLEGE

Name and Address of Institution	Attendance		Graduation Date	Degree Received
	From	To		
1.				
2.				
3.				

27. HIGH SCHOOL

Name and Address of Institution	Attendance		Graduation Date	Degree Received
	From	To		
1.				
2.				
3.				

ALL INFORMATION MUST BE VERIFIABLE. ANY FALSE INFORMATION MAY BE REASON FOR DENIAL OF APPLICATION.

Part IV

Applicant Name _____

AFFIDAVIT
(Must be completed by all applicants)

State of _____

Territory of _____

Country of _____

I, _____, being duly sworn, depose and say that I am the person who executed the foregoing instrument; that I have read the same and know the contents thereof; that the matters stated therein are true to my knowledge; that I have not suppressed any information that might affect this application; and that I have read and understand this affidavit.

Applicant's Signature

Witness my hand and official seal this _____ day of _____, 20____.

{SEAL}

Notary Public

My commission expires: _____

Do not write below this line - FOR OFFICIAL USE ONLY

BOARD DISPOSITION: **APPROVED**

DISAPPROVED

Date: _____

Signature, Chairperson
Virgin Islands Real Estate Commission

Member

Member

Member

Member

Member

Member



Requirements for Real Estate Commission Licensure and Examination

Purpose of Licensure:

To set standards of qualifications, education, training, and experience for persons engaged in the Real Estate field. To promote high standards of professional performance for those persons working in the Real Estate field. To ensure that everyone engaged in work in the Real Estate field is licensed.

Period of Licensure:

All permanent licenses are issued on an annual basis. Temporary licenses are issued for six (6) months and one temporary license is issued per calendar year.

Application Process - Salesman:

Initial Application Requires:

- Completed [Application](#)
- Applicant must be a resident of the U.S. Virgin Islands for at least ninety days (90) immediately prior to submitting application for examination;
- Letter from licensed broker sponsoring applicant;
- Payment of [Required Fees](#).

Application Process - Broker:

Initial Application Requires:

- Completed [Application](#);
- Proof that applicant has been a Licensed Real Estate Salesman in the Virgin Islands for at least two (2) consecutive years or an attorney licensed and admitted to practice in the U.S. Virgin Islands;
- Payment of [Required Fees](#).
- Certificate of Good Standing from the Territorial or District Court (Applies to Attorneys only).

Examination:

All persons interested in being a licensed in any area of the Real Estate industry are required to sit an examination. The examination is available to all candidates via computer year round. The examination consists of two sections and each candidate must earn at minimum a score of 75% on each portion before they can be licensed in the Virgin Islands. The examination fee is Three Hundred Dollars (\$300.00) for both parts, National and State, or Two Hundred Dollars (\$200.00) to retake one part.

Renewal of License Requires:

- Completed renewal application (available on back of license);
- Payment of [Required Fees](#).
- Favorable tax clearance approval from the V.I. Bureau of Internal Revenue;

Required Fees:

Application Fee	\$10.00
Real Estate Salesman	\$260.00
Real Estate Salesman – Temporary	\$130.00
Real Estate Broker	\$325.00
Real Estate Brokerage Company	\$325.00
Additional Brokerage Location	\$65.00

Mailing Addresses, STX:

Attention: Boards and Commissions
V.I. Real Estate Commission
Department of Licensing and Consumer Affairs
Golden Rock Shopping Center, Christiansted
St. Croix, VI 00820-4311

Mailing Addresses, STT:

Attention: Boards and Commissions
V.I. Real Estate Commission
Department of Licensing and Consumer Affairs
Property & Procurement Building
8201 Sub Base, Suite #1
St. Thomas, VI 00802-5821