

How to enter information into New Broker Form on the internet

- Step 1. Open your internet browser.
- Step 2. In the address line of your browser type <http://www.arec.arkansas.gov> and enter.
- Step 3. Find the drop down menu that says Forms and Publications.
- Step 4. Single left click Forms from the Forms and Publications drop down menu.
- Step 5. Find the link to the form BROKER'S EXPERIENCE FORM.
- Step 6. Single left click on the BROKER'S LICENSE EXPERIENCE REQUIREMENT link.
- Step 7. Single left click in the highlighted Name field.

APPLICATION FOR ARKANSAS BROKER'S LICENSE Experience Requirement 04072011.pdf - Adobe Acrobat Pro

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Print Form

Name:

License Number:

**Application for Arkansas Broker's License
Experience Requirement**

- Step 8. Type the name that appears on your license into the highlighted Name field and tab.
- Step 9. Type in your license number the way it appears on your license into the highlighted License Number field.
- Step 10. Scroll down to see the instructions on how to complete the first section.

EXPERIENCE SECTION I COMPLETED TRANSACTIONS INSTRUCTIONS

List your real estate activity for a period of at least two years during the last four years. In Section I, include only real estate transactions that have closed.

ADDRESS: List the property address.

YOUR ROLE IN THE TRANSACTION: Select the role you played in the transaction, either as representing the seller, the buyer, or both. In some cases, you may have played another role for which you will select "Other" and provide an explanation.

PERSONAL INTEREST: State whether or not you had a personal interest in the property, i.e., you owned the property, a family member owned the property, etc.

DATE OF CLOSING: State the month and year when the transaction was closed.

PRICE RANGE: Select the corresponding price range for the property in question.

TYPE: Select the property type for the property in question.

Step 11. After reading the instructions tab to the next field.

ADDRESS	YOUR ROLE IN THE TRANSACTION	PERSONAL INTEREST	DATE OF CLOSING	PRICE RANGE	TYPE
	<input type="checkbox"/> Seller's Agent <input type="checkbox"/> Buyer's agent <input type="checkbox"/> Dual Agent <input type="checkbox"/> Other (describe duties): _____ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes If "yes", explain: _____ _____	_____ / _____	<input type="checkbox"/> < \$100,000 <input type="checkbox"/> \$100-\$200,000 <input type="checkbox"/> \$200-\$300,000 <input type="checkbox"/> >\$300,000	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial
	<input type="checkbox"/> Seller's Agent <input type="checkbox"/> Buyer's agent <input type="checkbox"/> Dual Agent <input type="checkbox"/> Other (describe duties): _____ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes If "yes", explain: _____ _____	_____ / _____	<input type="checkbox"/> < \$100,000 <input type="checkbox"/> \$100-\$200,000 <input type="checkbox"/> \$200-\$300,000 <input type="checkbox"/> >\$300,000	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial

Step 12. Continue filling out the form tabbing between fields.

Step 13. Please read the instructions on the top of page 3.

STOP

IF YOU HAVE 12-16 COMPLETED TRANSACTIONS FOR ANY 2 YEAR PERIOD OF THE PREVIOUS 4 YEARS, SKIP TO SECTION V. IF NOT, COMPLETE SECTIONS II, III AND IV.

EXPERIENCE SECTION II UNCLOSED TRANSACTIONS INSTRUCTIONS

Include only real estate transactions where the transaction is pending or did not close.

ADDRESS: List the property address.

YOUR ROLE IN THE TRANSACTION: Select the role you played in the transaction, either as representing the seller, the buyer, or both. In some cases, you may have played another role for which you will select "Other" and provide an explanation.

PERSONAL INTEREST: State whether or not you had a personal interest in the property, i.e., you owned the property, a family member owned the property, etc.

STATUS: For unclosed transactions, select "Pending" or "Unclosed" to indicate the transaction's status.

PRICE RANGE: Select the corresponding price range for the property in question.

TYPE: Select the property type for the property in question.

Step 14. Continue filling out this form as instructed.

Step 15. You will print this form by scrolling back to the top of the form and single left clicking on the Print Form button. You will then single left click the OK button.

APPLICATION FOR ARKANSAS BROKER'S LICENSE Experience Requirement 04072011.pdf - Adobe Acrobat Pro

Print Form

Name: _____

License Number: _____

Application for Arkansas Broker's License
Experience Requirement

Step 16. You are now ready to close this form.

Step 17. To close the form single left click the **Red X** on the top right corner.



Step 18. Please mail this Application for Arkansas Broker's License Experience Requirement along with the Broker's Application and other required documents.