

Dear Applicant:

Our records indicate have answered “yes” to one of the conduct questions on your PSI examination application. Therefore, to apply for a license you need to submit the following information:

- A completed application or you can contact the Real Estate Commission to direct you to go online and apply. (410) 230-6200. If you go online and apply all documents below must be mailed. They **CANNOT** be emailed.
- If you are applying for a salesperson or associate broker license, a signed letter from the broker you are affiliating with acknowledging you have made him/her aware of your charges. **The letter cannot be docu-signed, must be a wet signature and on company letterhead.**
- If the conduct issue is a felony or misdemeanor, a true test copy (certification under official seal) of your conviction(s) is required. In most jurisdictions, you obtain true test copies from the Court. No photocopies are allowed. The true test document must be original. If a fine was incurred you must submit proof it was paid off or arrangements are being made to pay it off.
- If the conduct issue is related to suspension, denial, revocation, or disciplinary action against a real estate license in any jurisdiction, then a copy of that order is required.
- Please submit a detailed letter of explanation of the circumstances which led to the conviction(s)/disciplinary action(s) (e.g. all relevant facts, amounts of any substances/money at issue, physical, mental, or financial injuries to victims, the sentence/punishment, and whether you have completed all terms of the sentence/punishment).
- If you were assigned probation or parole as a part of your sentence, please provide documentation from your probation or parole officer regarding the status of your probation or parole.

If you believe you answered “yes” to any of the conduct questions in error, please submit a notarized statement to that effect with your application.

You need to allow a **minimum** of 30 days for us to receive and review your application and documents. Please **do not** call before this time to check the status.

Thank you for your prompt attention to this matter.

Sincerely,  
The Maryland Real Estate Commission



DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING  
MARYLAND REAL ESTATE COMMISSION  
1100 N. Eutaw Street, Room 121  
Baltimore, MD 21201

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