

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**SOUTH DAKOTA REAL ESTATE COMMISSION**

221 W. Capitol Ave., Suite 101, Pierre, South Dakota 57501  
Tel: 605.773.3600 Fax: 605.773.7175 dlr.sd.gov/realestate

**APPLICATION FOR FIRM LICENSE**

**\*FEE OF \$100 MUST ACCOMPANY THIS APPLICATION\***

For Commission Use Only

Receipt No. \_\_\_\_\_

Exam Date \_\_\_\_\_

DCI/FBI Approved \_\_\_\_\_

Approval Date/By \_\_\_\_\_

License No. \_\_\_\_\_

**\*\*Please note, if you want to fill out on computer, then print, you must download to your computer and open with a PDF program before entering information. If you open in a web browser and fill out, changes will not save. \*\***

- Application must be filed on original form.
- Application must be carefully and legibly printed or typed. Every question must be answered, or the application will be returned for completion.
- Non-refundable application fee of \$100 must accompany application.
- A certificate of licensure issued within 30 days of the application must be included for out- of-state firms.
- Certificate of proof of registration and good standing with the South Dakota Secretary of State.

In compliance with the provisions of SDCL 36-21A, I hereby make application for a firm license to engage in the business of: (select one)  Real Estate Brokerage  Property Management  Real Estate Auctions

Name of Association, Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Partnership:

\_\_\_\_\_

Firm name (DBA): \_\_\_\_\_

Type of firm:  Association  Corporation  LLC  LLP  Partnership

Firm address: \_\_\_\_\_  
(Street) (City & State) (Zip)

Firm mailing address: \_\_\_\_\_  
(Street) (City & State) (Zip)

Email (required): \_\_\_\_\_ Telephone: \_\_\_\_\_

1. Is the firm registered and in good standing with the South Dakota Secretary of State?  Yes  No (Please provide)

2. State the name of the responsible broker, auctioneer, or property manager who will represent the firm:

\_\_\_\_\_

3. List the licensed associates who will act as real estate associates, salespersons, property managers, or auctioneers in South Dakota:

\_\_\_\_\_

\_\_\_\_\_

4. Are the individuals listed in question 3 licensed under [SDCL 36-21A](#)?  Yes  No

5. Has your application ever been rejected, or your real estate license revoked in this or any other jurisdiction?  
 Yes  No ***If yes, give exact details***
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6. Has any owner of the firm had a real estate license or firm license disciplined in this or any other jurisdiction?  
 Yes  No ***If yes, give exact details***
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7. Has the responsible broker or any individuals associated with the firm been involved in litigation either as plaintiff or defendant involving real estate during the past year?  Yes  No  
***If yes, explain on a separate sheet – giving dates, places, persons, and full details of such litigation.***
8. Has the responsible broker or any individuals associated with the firm ever been convicted of, plead guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, coercion, issuing bad checks, extortion, criminal conspiracy to defraud, or other like offenses?  Yes  No  
***If yes, explain on a separate sheet – giving dates, place, and full particulars.***
9. Will this firm use a trust account?  Yes  No ***If yes, list below***

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(Name of financial institution)

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(Phone)

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(Street)

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(City & State)

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(Zip)

10. Have you read and do you understand the provisions of the South Dakota real estate license law as set forth in [SDCL 36-21A](#), and the administrative rules of the Real Estate Commission?  Yes  No
11. Does your firm expect to conduct real estate activities outside the state of South Dakota?  Yes  No  
***If your answer is “yes”, explain fully \_***
12. Do you agree to conduct the firm’s business in a strictly legitimate and ethical manner?  Yes  No
13. Do you understand that the responsible broker or authorized representative of the firm is required to notify the Real Estate Commission if there is any change in the responsible brokers?  Yes  No
14. Do you understand if this firm is dissolved, that the responsible broker or authorized representative of the firm is required to notify the Real Estate Commission immediately and have 10 days to return the firm license?  
 Yes  No

**Important** – If the firm is a corporation, this application must be signed by the President and Secretary of the corporation and responsible broker.

If firm is a partnership, association, or limited liability company, this application must be signed by **all members** and acknowledged by the responsible broker.

**ALL CORPORATIONS COMPLETE**

Name of corporation \_\_\_\_\_

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and believe, is in all things true and correct.

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Responsible Broker

**ALL ASSOCIATIONS, PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS OR COMPANIES COMPLETE**

Name of association, partnership, limited liability or company \_\_\_\_\_

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Responsible Broker Signature