



# Professional Regulation Commission

## APPLICATION FOR ACCREDITATION AS REAL ESTATE SALESPERSON

### PERSONAL DATA

LAST NAME	FIRST NAME	MIDDLE NAME
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED	<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED
CITIZENSHIP	DATE OF BIRTH (mm/dd/yy) □ □ □ □ □ □	PLACE OF BIRTH

1 ½ X 1 ½  
PICTURE

PERMANENT MAILING ADDRESS		
ZIP CODE	TELEPHONE/CELL PHONE NO/ EMAIL ADDRESS	
SPOUSE'S NAME & CITIZENSHIP	FATHER'S NAME & CITIZENSHIP	MOTHER'S NAME & CITIZENSHIP

Have you ever been convicted by final judgment before any court, military tribunal or administrative body?  YES  NO  
(If yes, please attaché a copy of the decision)

### EDUCATIONAL DATA

	Name of School	Location	Course/Degree Completed	From (mm/dd/yy)	TO (mm/dd/yy)
Elementary					
High School					
College					
Others					

NAME OF BROKER	LICENSE NO.	REGISTRATION DATE	VALIDITY DATE	SIGNATURE

### EMPLOYMENT RECORD

OFFICE	POSITION HELD	SPECIFIC WORK/FUNCTION	FROM (mm/dd/yy)	TO (mm/dd/yy)

<b>ACTION TAKEN</b> Remarks: _____ _____ Processed by: _____ Date: _____	<b>ACTION TAKEN BY THE BOARD</b> CHAIRMAN _____ MEMBER _____ MEMBER _____ MEMBER _____ MEMBER _____
<b>ACTION TAKEN BY THE CASHIER</b> Amount: _____ Date: _____ O.R. No: _____ Issued by: _____	

I HEREBY CERTIFY that the information and/or statements in this application including the documents submitted in support thereof are all true and correct to my own knowledge, and that I am fully aware that any false information or statement in this application and/or it's attachments shall render me liable for criminal prosecution and/or administrative sanction.

THUMBMARK

Applicant's Signature  
Date Accomplished

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Affiant  
Applicant entitled to me his Community tax Certificate No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_.

PRC ADMINISTERING OFFICER

DOCUMENTARY STAMP

O.R. No. \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

**ACCREDITATION FOR SALESPERSON  
FOLLOW-UP SLIP**

NAME: \_\_\_\_\_  
DATE OF FILING: \_\_\_\_\_  
Please verify approval of your application and resolution number at the Application Division @  
(02) 736-22-52 after 3 months or visit PRC website: prc.gov.ph (news & event)

Application Processor/Date

## STEPS IN FILING APPLICATION FOR ACCREDITATION AS A REAL ESTATE SALESPERSON

1. Fill-out application form together with required documents for pre-evaluation to the Application Division, (4<sup>th</sup> Floor Annex Building) at the PRC Central Office and regional offices processing counters.
2. Go to the Legal Division (2<sup>nd</sup> Floor, Main Bldg) for notarization
3. Proceed to the cashier for payment of fee P450.00 (Ground Floor, Main Building) at the Central Office or Cashier's Window at the Regional Offices.
4. Proceed to the Customer Service Center for documentary stamp. (Ground Floor, Annex Building) / designated counter at the Regional Offices.
5. Submit duly accomplished application form and requirements to the Application Division (4<sup>th</sup> Floor Annex Building) / designated counter at the Regional Offices.
6. Verify status of application at the PRC website: [prc.gov.ph](http://prc.gov.ph) (news & event).

## DOCUMENTS REQUIRED FOR REAL ESTATE SALESPERSON

### **For Real Estate Salesperson with no DTI / HLURB Registration.**

1. Original and Photocopy of NSO Certificate of Live Birth / Birth Certificate
2. Original and Photocopy of NSO Marriage Certificate / Contract (For married female only)
3. Original and Notarized Certificate of Educational Attainment on the Completion of at least two (2) years of College
4. Original NBI Clearance (Valid)
5. Original and Notarized Certification of twelve (12) credit units on Real Estate Brokerage.
6. Photocopy of Broker's PRC License with 3 signatures
7. Photocopy of Community Tax / Cedula