



Department of
**Commerce &
Insurance**

500 James Robertson Parkway
Nashville, TN 37243
Tel: 615-741-2241
<http://www.tn.gov/commerce/>

FOR OFFICE USE ONLY

LICENSE TYPE 2510

TRANSACTION TYPE 1010

FILE NUMBER _____

ENTITY NUMBER _____

APPLICATION NUMBER _____

AMOUNT PAID _____

DESIGNATED AGENT FOR VACATION LODGING SERVICES FIRM APPLICATION

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

Attn: TN Department of Real Estate

The Department of Commerce & Insurance
500 James Robertson Parkway
Nashville, TN 37243

Section One: Applicant Identification and eligibility verification

Name of Applicant: _____
Last
First
Middle

Are you currently licensed? Yes/No _____ If Yes, License Number _____

Social Security Number OR Federal EIN _____

Mailing Address _____

City

State

Zip Code

Contact Phone Number: _____

Email Address: _____



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
500 James Robertson Parkway
Nashville, Tennessee 37243-1151
(615) 741-2273 or (800) 342-4031
Fax: 615-741-0313**

**APPLICATION FOR DESIGNATED AGENT LICENSE
FOR VACATION LODGING SERVICES FIRM**

Please read carefully before completing and submitting:

- Each question must be answered completely and the fees must be paid and processed before any action will be taken on this application.
- A Designated Agent license and the license of Vacation Lodging Services firm with which the Designated Agent is affiliated, will expire at the same time. At the time the Designated Agent is no longer affiliated with the VLS listed in this application, the Designated Agent license will immediately expire.
- A Designated Agent must be an owner, principal, officer or upper level manager of the Vacation Lodging Services Firm listed in this application.
- All applicants must have completed the required approved 8 hour pre license course and the certificate of completion must accompany this application.
- The applicant must be at least 18 years of age and complete the Eligibility form included.
- The applicant must provide proof which the Commission determines satisfactory, that they have a high school degree or a general educational development certificate (GED).
- Electronic fingerprint submission.

Legal Name of Applicant: _____

Home Address: _____

Vacation Lodging Services Firm Name: _____

VLS Tennessee Firm License Number: _____

VLS Tennessee Firm License Expiry Date: _____

VLS Firm Business Address: _____

VLS Firm Mailing Address: _____

Please list state and type of license or certificate:

Check One: High School Graduate _____ GED _____ College _____

Please attach all verifying documents and all transcripts and send with application.

Will you be engaged exclusively as a Designated Agent or will you be involved in other businesses or business activities also? ____ If yes, please list the names and addresses of other business or business related activities, the percentage of time devoted to those activities and the nature of the business or business related activities. If any of the businesses or business related activities have been issued, or have applied for, a license or a certificate, or have held a license or certificate, please list the license or certificate, the state issuing the license or certificate, the identifying number of the license or certificate and status of the license or certificate (active, inactive, retired, revoked, terminated, suspended, etc).

Will you be a signatory on the Vacation Lodging Services Firm escrow account? ____

Do you understand that as the Licensed Designated Agent you will be held accountable and responsible for the management of, and the disbursement of monies from, the Firm Escrow Account, as identified in the Firm application and as further required by TCA 62-13-104(2)? Yes No

Do you understand that it is your responsibility as Designated Agent for the Firm to maintain complete records of all transactions and that such complete records shall be

readily available so that the director of TREC or the director's duly authorized representative may examine and copy all books, records, accounts and/or documents (regardless of the medium in which the above are stored and/or maintained) at the business address listed in this application and the firm application? Yes No

Do you understand that it is the responsibility of the Designated Agent to notify TREC of any change of address within ten days of such change? Yes No

Do you understand that the fees submitted with this application are non refundable, even if your Designated Agent license is not issued or if it is issued and terminated for any reason, including if you cease to serve as the Designated Agent for the Vacation Lodging Firm listed in this application ? Yes No

Do you understand that your Designated Agent license will terminate if you do not continue to serve as either an owner, principal, officer, or upper level manager of the Firm listed in this application? Yes No

Do you understand that your license and the Firm license must be prominently displayed in the business address of the Firm? Yes No

Do you understand that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in TCA 62-13-104(2) and any rules, regulations and policies which the Commission has adopted thereunder? Yes No

Do you understand that you must complete 8 hours of approved continuing education each renewal period and that no course can be repeated for credit in the same renewal period? Yes No

Have you ever been refused a license or had a license revoked, suspended, reprimanded, or fined by any federal, state, or local government? (Do not include motor vehicle license.) If you voluntarily surrendered a license at a time that disciplinary action was pending against you or you were under investigation by a licensing body, governmental agency or professional organization you must provide information regarding the license surrender.

Have you ever had a complaint filed against you with any regulatory agency or with any court? Yes No If yes, please include copies of all complaints and the disposition of all complaints.

Have you ever pled guilty, pled nolo contendere, or been convicted of any criminal offense? (Do not include traffic violations.) Yes No If yes, see information set forth immediately below regarding documents and/or appearances before the Commission prior to consideration of licensure.

- If you answer "yes" to the preceding question concerning convictions, the Commission requires you to submit a certified copy of your conviction record in addition to an affidavit providing details of each charge.
- You may petition the Commission prior to taking or completing pre-license education by submitting the "Application for Decision Regarding Prior Criminal Conviction(s) and/or Disciplinary Sanctions(s)" This form along with all requested documentation will then be reviewed by the Commission and you will be notified of their decision.
- THE TENNESSEE REAL ESTATE COMMISSION DOES NOT ALLOW ANYONE ON PAROLE OR PROBATION TO BE LICENSED UNLESS TWO (2) YEARS HAVE PASSED FROM THE DATE OF EXPIRATION OF PROBATION, CONVICTION, OR RELEASE FROM INCARCERATION, WHICHEVER IS LATER.

Have you ever filed for business or personal bankruptcy? Yes No If yes, attach affidavits of all details.

Have you ever had a complaint, civil action, judgment or attachment filed against you? Yes No If yes, attach affidavits of all details.

Please send the completed and fully executed and notarized application, along with the initial license fee of \$100.00 to TREC at the address listed at the top of page one of this application.

AFFIDAVIT and SIGNATURE

The undersigned, in making this application to the Tennessee Real Estate Commission for the purpose of obtaining a Tennessee Designated Agent license, swears and affirms that he/she is the applicant named herein and that the answers and information provided are true to the best of his/her knowledge, information and belief. Further, the applicant understands that any omissions, inaccuracies or failure to fully disclose may be deemed to be sufficient grounds to deny the license, with hold renewal of the license, suspend or revoke the license or take any other disciplinary action against applicant which is authorized by law. The applicant fully understands and accepts the responsibilities and obligations of a Designated Agent. The applicant certifies that he/she is familiar with the Tennessee Real Estate Broker License Act of 1973 as it pertains to Designated Agents and all rules, regulations and policies which the Commission has adopted thereunder.

The undersigned further understands that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in TCA 62-13-104(2) and any rules, regulations and policies which the Commission has adopted thereunder.

Applicant must sign this application before a Notary Public.

Date: _____

Applicant Signature

Sworn and subscribed before me this ____ day of _____, 20__.

Notary Public Signature

My Commission expires: _____



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation**Part A. Eligibility Verification for Entitlements Act Attestation**

I hereby attest under penalty of perjury that I am (select one):

_____ A United States citizen;

_____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

_____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 *et seq.*];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation**Part B. If you are claiming United States citizenship, you must present one (1) of the following:**

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.**Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.**



STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE
Division of Regulatory Boards
TENNESSEE REAL ESTATE COMMISSION 500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2273

ELECTRONIC FINGERPRINT SUBMISSION **ATTENTION ALL APPLICANTS**

All applicants are requested to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application. **Out of state applicants must utilize option 2.**

- **Agency Name: Commerce and Insurance**
- **Applicant Type: Affiliate Broker, Broker, Timeshare Salesperson or Acquisition Agent Agency**
- **OIR#: TN920784Z**

Option 1

Identogo (MorphoTrust USA) (Electronically scanned fingerprint submissions) Morpho Trust USA will scan and transmit your fingerprints to the TBI and the FBI. You should make an appointment with MorphoTrust USA who will transmit the applicant's fingerprints to the TBI and FBI for processing. The report will be received by this office. You will submit payment for fingerprint processing directly to MorphoTrust USA. Applicants must take approved identification documents to the appointment with MorphoTrust USA. Please refer to the list of acceptable identification at <http://www.identogo.com/Home.aspx>

Online Scheduling:

- <http://www.identogo.com/Home.aspx>
- Click on the Tennessee map
- Select Online scheduling
- Enter required information
- Call Center Scheduling: Available Monday-Friday, 8:30 A.M.-4:30 P.M. (Central)
- If you do not have access to the internet you may call 855-226-2937
- Operators will collect required information and schedule your appointment

Option 2

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust's Card Scan service. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. Please click on link for further instructions.

<http://www.11enrollment.com/state/forms/tn/53111054f305b.pdf>

Applicant Notification and Record Challenge: *Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*