

THIS FORM IS NOT FOR SALE



Republic of the Philippines
Professional Regulation
Commission

**PROFESSIONAL REGULATORY BOARD OF
REAL ESTATE SERVICE**

Paste here
your recent
PASSPORT SIZE
colored picture
with complete
nametag in white
background

- BROKER
- APPRAISER
- CONSULTANT

**APPLICATION FOR
REGISTRATION WITHOUT EXAMINATION**

PERSONAL DATA

LAST NAME		FIRST NAME			MIDDLE NAME		
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	CITIZENSHIP	CIVIL STATUS		DATE OF BIRTH(mm/dd/yy)		
			<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
			<input type="checkbox"/> WIDOWED	<input type="checkbox"/> SEPARATED			
PERMANENT MAILING ADDRESS						ZIP CODE	
PLACE OF BIRTH				TELEPHONE /CELL PHONE NO			
SPOUSE'S NAME & CITIZENSHIP		FATHER'S NAME & CITIZENSHIP		MOTHER'S NAME & CITIZENSHIP			

Have you ever been in a final judgment convicted before any court, or found guilty before a military tribunal or quasi-judicial or administrative body? YES NO (if yes, please attach a copy of the decision)

EDUCATIONAL DATA

	Name of School	Location	Course/Degree Completed	FROM (mm/dd/yy)	TO (mm/dd/yy)
High School					
College					
Graduate/Post Graduate					

PREVIOUS LICENSURE EXAMINATION/S TAKEN

NAME OF EXAMINATION	DATE TAKEN	License No.	Date Issued	Rating	Date Renewed	VERIFIED BY: Registration / Record Division
DTI						
CSC (RPAO)						*****

EMPLOYMENT RECORD

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

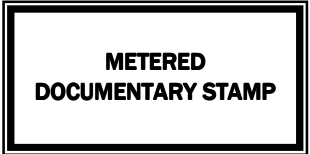
ACTION TAKEN	ACTION TAKEN BY THE BOARD
Remarks: _____ _____ _____ Processed by: _____ Date: _____	CHAIRPERSON _____ MEMBER _____ MEMBER _____ MEMBER _____ MEMBER _____
ACTION TAKEN BY CASHIER	
Amount: _____ O.R. No: _____	Date: _____ Issued by: _____

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 in the attachments thereto 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 exhibited to me his Community Tax Certificate No. _____ issued at _____ on _____.

PRC ADMINISTERING OFFICER

O. R. No. _____
Amount Paid: _____
Date Paid: _____

**REGISTRATION WITHOUT EXAMINATION
FOLLOW-UP SLIP**

NAME: _____ PROFESSION: _____
DATE OF FILING: _____

Please verify approval of your application and resolution number at the Office of the Asst. Secretary @ (02) 735-1533 after 3 months.

Application Processor

STEPS IN FILING APPLICATION FOR REGISTRATION WITHOUT EXAMINATION

1. Fill-up application form together with required documents for pre-evaluation to the Office Secretary, PRBs or of the Asst. Secretary, PRBs (3rd Flr. Main Bldg.) at the PRC Central Office and Regional Offices processing counters.
2. To those with DTI Registration or license, proceed to Registration Division for verification of their Registration or license number from DTI and to those who passed the examinations but failed to obtain their license proceed to Records Division. (In the absence of original document, certification from Registration / Record Division is required).
3. Proceed to the cashier for payment of fees. (Ground Flr., Main Bldg.)
4. Proceed to the Customer Service Center for metered documentary stamp and notarization. (Ground Flr., Annex Bldg.)
5. Submit duly accomplished application form to the Office of the Asst. Secretary (3rd Flr).
6. Verify status of application at Tel. No. (02) 735-1533.

DOCUMENTS REQUIRED

REAL ESTATE BROKER/ APPRAISER/ CONSULTANT

1. Original and Photocopy of NSO Birth Certificate or valid Philippine passport.
2. Original and Photocopy of NSO Marriage Certificate (for Married Female Only)
3. Original and Photocopy DTI Certificate of Registration / License and / or DTI Identification Card
4. Original DTI Certificate of Rating (for those who passed the examinations but failed to obtain their license).
5. Original NBI Clearance (updated)
6. Original and duly notarized CEP / CPE Certification earned in 2007 to July 30, 2011 accordingly as follow:
 - Fifteen (15) CEP / CPE credit units for DTI valid license
 - Twenty-Four (24) CEP / CPE credit units for those who failed to renew prior to **July 30, 2009**
 - Fifteen (15) CEP / CPE credit units for those DTI examination passer of **2008-2009** but failed to obtain their license
 - Eighteen (18) CEP / CPE credit units for those DTI examination passer of **2007** but failed to obtain their license
 - One hundred twenty (120) credit units for those DTI examination passer of **2006** and prior years but failed to obtain their license
7. Original Civil Service Commission Certification of Rating on Real Property Assessing Officers Examination (**RPAO passers only**). For **Gov't Assesor/ Appraiser**
8. Duly Notarized Certification of Appointment Papers and Service Records by the Department of Finance (DOF) or other Government Agencies stating their years of experience on real property appraisal / assessment and have completed at least One Hundred twenty (120) hours of accredited training on real property appraisal and 24 CPE credit units. (**Government Appraisers / Assessors Only**)
9. Professional Indemnity Insurance / Cash or Surety Bond-renewal every 3 years with a minimum amount of P20,000.00 in favor of Professional Regulation Commission (PRC) / Housing and Land Use Regulatory Board (HLURB) for Real Estate Brokers and Professional Regulation Commission (PRC) only. for private real estate appraiser. (Bonding company should be in good standing with the Insurance Commission)
10. Four (4) colored passport size pictures with white background and complete nametag.
11. Original and Photocopy of Community tax Certificate (CTC).

DEADLINE : On or before JULY 30, 2011