

**WEST VIRGINIA REAL ESTATE COMMISSION**  
**300 CAPITOL STREET, SUITE 400**  
**CHARLESTON, WV 25301**  
**304.558.3555**  
<[www.wvrec.org](http://www.wvrec.org)>

**NON-RESIDENT INFORMATION**

A reciprocal license can only be issued to an individual who is a resident of a reciprocal state and who holds a current license that was obtained by written examination. A list of reciprocal states along with additional provisions for reciprocal licensing follows:

Alabama	Current License	
Arkansas	Current License	
Colorado	Current License	
Georgia	Current License	
Idaho	Current License	
Iowa	Current License	
Kentucky	Current License	
Massachusetts	Broker 1 year, Salesperson 6 months	
Mississippi	Current License	
Missouri	Current License	
Nebraska	Current License	
New York	Current License	<i>New York licensees must maintain their residence and business address in the State of New York.</i>
North Carolina	Current License	
Ohio	Broker 2 years Salesperson 1 yr.	<i>Must complete law portion of prelicense education &amp; pass law portion of examination.</i>
Oklahoma	Current License	
Pennsylvania	Current License	<i>Pennsylvania licensees must maintain their principal place of business in Pennsylvania</i>
Puerto Rico	Current License	
South Carolina	Current License	
Tennessee	Current License	

**LICENSE FEES:            BROKER/ASSOCIATE BROKER: \$100.00            SALESPERSON: \$50.00**

For reciprocal licensing, on forms provided by the West Virginia Real Estate Commission, each applicant must also provide the following:

- 1) A surety bond in the penalty of \$2,000.
- 2) An irrevocable Consent for Service of Process in Suits and/or Actions.
- 3) Affidavit of Residency.

For non-reciprocal licensing, broker applicants are required to show proof of one-hundred eighty (180) clock hours of pre-licensing real estate education. Salesperson applicants are required to show proof of ninety (90) clock hours of pre-licensing real estate education. (*Continuing education credits are not acceptable*) If the real estate education already completed does not equal the total required clock hours, additional hours needed to meet the West Virginia requirement must be completed before filing your application. Original certificates of course completion which indicate total hours completed, must be attached to the application. In order to be accepted, all pre-license education must have been completed during the five year period preceding application date. Applications submitted without proof of pre-licensing hours will not be accepted. Upon submitting an application, the applicant will then be scheduled to take the examination. Do not submit any fee with the application.

All non-resident applicants:

(1) Must obtain certifications from **all** Commissions or License Divisions in which they currently hold or have held a real estate license. The certification shall indicate the type of license held, the length of time the applicant has held the license, if the license was secured by passing a written examination, and clearly state whether or not the licensee has ever been subject to any disciplinary action. Send the original certification(s) of license with the application. Certifications that are dated more than 60 days prior to filing the West Virginia application will not be accepted.

(2) Must maintain a definite place of business in the State of West Virginia if their state of residence requires West Virginia brokers to maintain an office in their state.

(3) Shall comply with all provisions of the Real Estate License Act (WV Code § 30-40), and Legislative Rules.

The licensing year is July 1, through June 30. Fees are not prorated for any fractional parts of a year.

All applications are subject to final approval of the WV Real Estate Commission which reserves the right to refuse or reject any application for reasonable cause.