



# BROKER EXPERIENCE DOCUMENTATION FORM

State of Utah  
Department of Commerce  
Division of Real Estate

Please complete, sign, have notarized, and submit this **form** and **transaction logs** as part of your Broker application.

**\*\*QUALIFIED APPLICANTS MUST HAVE 3 YEARS FULL-TIME, LICENSED, ACTIVE REAL ESTATE EXPERIENCE AND 60 DOCUMENTED EXPERIENCE POINTS (COMPLYING WITH R162-2f-401a) WITHIN THE 5 YEARS PROCEEDING APPLICATION\*\***

- 1) **Broker Experience Points - Applicants applying for a broker license shall select from the applicant's documented experience at least 60 points (but limited to no more than 80 points) for review and evaluation by the Division of Real Estate. And only 15 of the 60 required experience points may receive partial experience points, except as described in item 4 below. (R162-2f-202b(1-3) and (R162-2f-501)**
- 2) **Licensed Experience (Exclusively) Required - When calculating experience points from Tables 1 and 2, experience points are limited to points for those activities that require a real estate license and comply with R162(2f)(401)(a).**
- 3) **Property Management "All Other" Experience Limit - When calculating experience points from Table 2, the total combined monthly experience credit claimed for "all other property management combined" (both residential and commercial) may not exceed 25 points in any application to practice as a real estate broker. (R162-2f-202b(1) and R162-2f-501(2))**
- 4) **Team or Group "Partial" Experience Points - When calculating experience points involving a team or group, experience points are limited to those transactions for which the individual is named in any written agency agreements and purchase and/or lease contracts. Experience points will be divided proportionally among the licensees identified in the agency agreements and/or purchase or lease contracts. (R162-2f-202b(1)**
- 5) **Utah Experience Required (at minimum 50%) - A minimum of one-half of the points in Tables 1, 2, and 3 must be derived from transactions of properties located in Utah. (R162-2f501 (2))**

At least 45 points must be accumulated from Tables I and/or II		Points
Total Points from Table I (Real Estate Transactions)		
Total Points from Table II (Property Management)		
A maximum of 15 points may be accumulated from Table III		
Real Estate Attorney	1 pt/month	
Certified Public Accountant	1 pt/month	
Mortgage Loan Officer	1 pt/month	
Licensed Escrow Officer	1 pt/month	
Licensed Title Agent	1 pt/month	
Licensed/Certified Appraiser	1 pt/month	
Licensed General Contractor	1 pt/month	
Bank Officer in Real Estate Loans	1 pt/month	
Certified Real Estate Pre-license Instructor	1 pt/month	
<b>TOTAL POINTS ACCUMULATED (must equal a minimum of 60 points)</b>		

**Table I – Real Estate Sales Transactions**

Residential

A. One Unit Dwelling	2.5 points
B. Two to Four Unit Dwelling	5 points
C. Apartments, 5 Units or More	10 points
D. Improved Lot	2 points
E. Vacant Land/Subdivision	10 points

Commercial

F. Hotel or Motel	10 points
G. Industrial or Warehouse	10 points
H. Office Building	10 points
I. Retail Building	10 points

**Table II – Leasing Transactions and Property Management**

Residential

(a) Each Property Management agreement	1 point per unit up to 5 points
(b) Each Unit Leased	1.25 points per unit
(c) Other Property Management	0.25 points per month*

Commercial – hotel, motel, industrial warehouse, office or retail building.

(a)(i) Each Property Management Agreement	1 point per unit up to 5 points
(a)(ii) Each Unit Leased	1.25 points per unit
(b) Each Owner Agreement of 5 units +	5 points
(ii) Each Unit Leased	1.25 pts <2,000 sf 3 pts 2,001- 5000 sf 5 pts > 5,000 sf
(c) Property Management	1 pt/100,000 sf/month
(f) Other Property Management	1 pt/100,000 sf/month*

\*When calculating experience points from Table 2, the total combined monthly experience credit claimed for "Other property management" combined, both residential and commercial, may not exceed 25 points in any application to practice as a real estate broker.



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**Table III – If using more than one profession for experience points, the professional experience cannot run concurrently**

I hereby certify that the information provided with this application, including the attached education and experience logs, is true and correct. I attest that I have read and will comply with all Utah statutes and rules governing real estate practice.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ State  
of \_\_\_\_\_ County of \_\_\_\_\_ Appeared before me this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, who deposes and says that the  
information listed above is true to the best of his/her knowledge. (Notary) \_\_\_\_\_