



# 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) Applicants applying for a broker license shall select from the applicant’s documented experience **at least 60 points but no more than 80 points** for consideration and review by the Division of Real Estate. **(R162-2f-202b(1)(F)(iv) and (R162-2f-501(1))**
- 2) When calculating experience points from Tables 1 and 2 experience **points are limited to points for those activities which require a real estate license** and comply with **R162(2f)(401)(a)**.
- 3) 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)(f)(ii)(A) and R162-2f-501 Appendix 2 (c))**
- 4) 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)(f)(v))**
- 5) A minimum of one half of the points in Tables 1, 2 and 3 must be derived **from transactions of properties located in Utah**. **(R162-2f-501(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	
TOTAL POINTS ACCUMULATED (must equal a minimum of 60 points)		

**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 Master Agreement of 5 units+ | 5 points               |
| B. Each Unit Leased                  | 1.25 points            |
| C. Property Management               | 0.25 pt/month per unit |
| D. All Other Property Management     | 0.25 pt/month per unit |

Commercial – hotel/motel, industrial/warehouse, office/retail

- |                                      |                     |
|--------------------------------------|---------------------|
| E. Each Master Agreement of 5 units+ | 5 points            |
| F. Each Unit Leased                  | 1.25 points         |
| G. Property Management               | 1 pt/month per unit |
| H. All Other Property Management     | 1 pt/month per unit |

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



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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) \_\_\_\_\_