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SECRETARY OF STATE

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Real Estate Commission

Chapter 47-12
Series I
(1964)

Subject: Requirements in licensing Real Estate Brokers and Salesmen and
the conduct of brokerage business.

Section 1. General

1.01. Scope.--These regulations establish general rules for the filing of applications for real estate brokers and real estate salesman's licenses and the requirements necessary to renew licenses and otherwise generally for the enforcement and administration of provisions of Chapter 47, Article 12, Code of West Virginia, (1959).

1.02. Authority.--These regulations are issued under authority of West Virginia Code, Chapter 47, Article 12, Section (20g).

1.03. Effective Date.--These regulations were promulgated on March 6, 1964 and become effective sixty days after filing with Secretary of State.

1.04. Filing Date.--These regulations were filed in the office of the Secretary of State on _____.

1.05. Certification.--These regulations are certified authentic by the Secretary of State by certification number _____.

Section 2. License Fees.

2.01. License Year.--The license year begins on July 1, and ends June 30, of each fiscal year. Licenses are issued on an annual basis and fees are not pro-rated for fractional parts of a year.

2.02. Proper Fee.--Each individual application for salesman's or

broker's license shall be accompanied by separate check or money order for the proper fee for that particular application.

Where a salesman, who is duly licensed, desires to become a broker, his salesman's certificate shall be surrendered to the Commission by his employer before a broker's certificate is issued. He shall pay the fee for broker's license as set forth under Section 9, of the License Act, and credit shall not be given for the fee paid as salesman.

2.03. Fee For Branch Office.--Where a broker desires to maintain a branch office or offices in other cities, such license shall be issued upon payment of \$5.00 additional fee, providing the office, or offices, are located in cities having the same population. Provided, that where the principal place of business of a broker is in a town of less than 7,500 and such broker desires to maintain a branch office in a city larger than 7,500, the principal license fee shall be governed by the city of the larger population. Salesmen connected with such branch offices shall have their licenses issued upon the basis of the population of the city or town in which they are employed and pay the license fee prescribed by Section 9, of the Real Estate License Law.

2.04. Fee for Non-Residents.--The license fee for all non-resident brokers who do not maintain a definite place of business in this State, shall be \$50.00 annually.

The license fee for all resident and non-resident salesmen employed by a broker who does not maintain a definite place of business in this State, shall be \$25.00 annually.

Section 3. License Certificates and Pocket Cards.

1.01. License Certificates.--The Commission shall issue to each

licensee a license in such form and size as shall be prescribed by the Commission. Said license shall show the name and business address of the licensee and, in case of a real estate salesman's license, shall show the name and business address of the real estate broker by whom he is employed. Each license shall have imprinted thereon the seal of the department and, in addition to the foregoing, shall contain such matter as shall be prescribed by the Commission. The license of each real estate salesman shall be delivered or mailed to the real estate broker by whom such real estate salesman is employed and shall be kept in the custody and control of such broker.

3.02. Pocket Cards.--The Commission shall prepare and deliver to each licensee a pocket card, which card, among other things, shall contain an imprint of the seal of the Commission and shall certify that the person whose name appears thereon is a licensed real estate broker or real estate salesman, as the case may be; and if it is a real estate salesman's card, it also shall contain the name and address of his employer. The matter to be printed on such pocket card, except as above set forth, shall be prescribed by the Commission.

A broker shall have on his person at all times the broker's pocket card and shall require each salesman in his employ to likewise carry his pocket card.

3.03. Officers Of A Corporation.--If a person applying for a broker's license be a member of a partnership or association or an officer of a corporation, the license certificate shall be issued in the name of the firm, and a pocket card shall be issued in the name of the member or officer