



ADDENDUM TO APPLICATION FOR CERTIFICATION AS A SUBDIVISION DEVELOPER

The information described in this form is required if you have answered "yes" to any of the questions in item #10 of the APPLICATION FOR CERTIFICATION AS A SUBDIVISION DEVELOPER (REC-SUB 07/02).

In order to process your application, the following information (**including the reverse side of this page**) concerning the criminal incident(s) described on your application must be submitted for review by The Colorado Real Estate Commission. What follows is a general description of documentation required to complete your application. Additional documents or statements may be required after staff review.

Please furnish the following:

1. **Court Documents:**

- a. Original Charges (Ticket, Summons, Information or other charging document.)
- b. Disposition (Documents showing all of the terms of your conviction and sentence.)
- c. Presentencing Report (Unless access is prohibited under law).
- d. Certification of Completion of all of the terms of your sentence. If you have not completed the terms of your sentence you must ask the court or your probation office to provide you with a letter indicating the current status.

2. **Police Officer's Report:** Please submit a copy of the police officer's report. This will usually be found at the office of the law enforcement agency (police department, sheriff's office, etc.). This document is sometimes part of your court records. If not you must contact the appropriate agency to get a copy.

3. **Probation Officer's Report:** The probation department can issue certification of completion of the terms of your probation. If you have not completed the terms of your probation you must ask your probation office to provide you with a letter indicating the current status of the terms of your probation.

4. **Written Statements:**

- a. You must submit a written statement that tells your side of the story of the events that led to charges being filed against you. Your statement should include your signature and the statement "I have no other violations either past or pending" if that is true in your case. This is your opportunity to tell the Commissioners why they should consider issuing your real estate license.
- b. You must include a signed letter from your employing broker that indicates that he/she understands the exact nature of the violation(s) and states that he/she is willing to employ you. Your employing broker should tell the Commission what specific special supervision he/she feels is appropriate in your case.

5. **Letters of Recommendation:** Letters of recommendation from others such as: Past and Present Employers, Probation Officers, Court Officers, Public Officials, and Business and Industry Leaders. These letters, while not required, are an indication to the Commission that others in the community are confident that you are able to handle the responsibility that comes with the professional license you are seeking. Letters submitted in your behalf should identify the writer's relationship to you and indicate the writer's knowledge of your past violation or conviction and address your subsequent rehabilitation and good character.

6. **Past Employment History:** Please fill out the reverse side of this form detailing your employment history for at least the past five years. Be sure to indicate your current and recent employment activity. All of the information regarding name of employers, dates of employment, supervisor's names, addresses, telephone numbers and your duties and responsibilities should be completed. If a student, include dates and school attended.

It is your responsibility to contact the appropriate court, police department, probation office or other agency to obtain the required letters, statements or other documents. If the documents are no longer available, a letter of confirmation from the appropriate party is required.

Division of Real Estate staff hopes that this information is helpful to you in completing your application for the Real Estate Commission. If you have any questions not answered in this form, please contact the Education and Licensing Section at the Division of Real Estate (303-894-2166).

NAME (LAST, FIRST, MIDDLE INITIAL)		PREVIOUS NAME	
ADDRESS	CITY	STATE	ZIP
HOME PHONE	WORK PHONE	SOCIAL SECURITY NUMBER	

IN THE FOLLOWING SECTIONS, PLEASE LIST PERSONAL INFORMATION AND YOUR WORK HISTORY, INCLUDING PART-TIME, TEMPORARY, AND VOLUNTEER JOBS. LIST JOBS IN REVERSE ORDER, STARTING WITH YOUR PRESENT OR MOST RECENT JOB. YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.

PERSONAL INFORMATION	HIGHEST LEVEL OF EDUCATION	DEGREE/MAJOR IN COLLEGE	
MARITAL STATUS		NUMBER OF CHILDREN	
HOW LONG AT PRESENT ADDRESS		RENT/OWN?	

ANY OTHER INFORMATION THAT YOU WOULD LIKE THE COMMISSION TO KNOW ABOUT YOU

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT	
EMPLOYER'S COMPLETE ADDRESS		TELEPHONE NUMBER	
SUPERVISOR'S NAME			
DUTIES			
REASON FOR LEAVING			

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT	
EMPLOYER'S COMPLETE ADDRESS		TELEPHONE NUMBER	
SUPERVISOR'S NAME			
DUTIES			
REASON FOR LEAVING			

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT	
EMPLOYER'S COMPLETE ADDRESS		TELEPHONE NUMBER	
SUPERVISOR'S NAME			
DUTIES			
REASON FOR LEAVING			

EMPLOYER	YOUR TITLE	START AND END DATES OF EMPLOYMENT	
EMPLOYER'S COMPLETE ADDRESS		TELEPHONE NUMBER	
SUPERVISOR'S NAME			
DUTIES			
REASON FOR LEAVING			

BELOW PLEASE LIST ANY COURT REQUIRED COMMUNITY SERVICE YOU HAVE PERFORMED. INCLUDE THE NAME OF THE PERSON YOU REPORTED TO AND A PHONE NUMBER TO REACH THAT PERSON. PLEASE LIST THE NUMBER OF HOURS YOU WERE REQUIRED TO COMPLETE AS WELL AS THE NUMBER OF HOURS YOU HAVE SERVED.

NAME AND LOCATION OF INSTITUTION	TYPE OF WORK	HOURS REQUIRED	HOURS COMPLETED