

THE FOLLOWING ARE REQUIREMENTS TO BECOME A REALTOR IN IOWA

1. A salesperson must be assigned to a licensed broker or firm and cannot conduct business independently.
2. You must be 18 years of age or older. (You may actually sit for the exam before you are 18, but you **MUST** be 18 before you make the application for a real estate license, which must be within six months after you pass the exam.) An applicant is not ineligible because of race, color, religion, sex, national origin, disability, residency or citizenship although the application form may require citizenship information.
3. You must not have had an application rejected for licensure in this or any other state within twelve months prior to the date of application. You must also not have had a real estate license revoked in Iowa or any other state within two years prior to the date of application.

FOLLOW THESE STEPS IN ORDER:

1) BACKGROUND CHECK

A criminal background check is required by Iowa law of all real estate licensee applicants. This process can take 8-10 weeks to complete, but you do not need to wait for your completed background check before applying for your real estate license. As of September 11th, 2017, all applicants and/or licensees will need to create a DataPro account on the Iowa Professional Licensing Bureau website, also known as [My Iowa PLB](#). You'll need to submit a request for a fingerprint packet electronically through the application named "General - Background Packet Request." There is no fee for the packet. However, the fee to be submitted to the Iowa Real Estate Commission with the completed fingerprint card and waiver form is \$51.00.

You do not need to wait for your background check to be approved to send in your license application, and once the background check has been reviewed by the commission, the report is only valid for 210 days. An applicant for an Iowa real estate salesperson license who has been convicted of forgery, embezzlement, obtaining money under false pretenses, theft, extortion, conspiracy to defraud, or another similar offense, or of any crime involving moral turpitude, in a court of competent jurisdiction in this state or in any other state, jurisdiction, territory, or district of the United States, or in any foreign jurisdiction, may be denied a license by the commission on the grounds of the conviction. "Conviction" is defined in Iowa Code section [543B.15\(3\)](#) and rule [193E—2.1\(543B\)](#).

2) PRE-LICENSE 60-HOUR REAL ESTATE LICENSE COURSE

Iowa Real Estate Commission-approved courses are required before you may take the Iowa Real Estate Exam. Go to www.iowarealtors.com/education to sign up for all classes.

Weekday Classroom 60 Hours	\$460
Weekend Classroom 60 Hours	\$485

3) TAKE AND PASS THE IOWA REAL ESTATE LICENSING EXAM

The real estate licensing exam costs \$95 and is comprised of the following sections, with a required minimum score for each section.

Section	# Questions	Passing Score	Time Allowed
National	80	56	120 minutes
State	40	28	60 minutes
Combined Total	120	84	180 minutes

- The exam is administered by [PSI Examination Services](#) at [locations](#) around the state. Register for the computer-based exam by calling 800-733-9267 (24 hours) or www.psiexams.com. The cost is \$95 each time you take the exam.
- Do not register for your exam until you have a completion certificate for the Commission-approved 60-hour Pre License course. Your certificate will be issued by the Iowa Association of REALTORS.
- Examination results are confidential and will only be reported to you and the Iowa Real Estate Commission.
- If you pass the examination, you must submit your application to the Iowa Real Estate Commission no later than the last working day of the sixth month after the qualifying examination date.
- If you do not pass, you must retake the examination before you can be licensed. Submit a new registration form and the appropriate fee to PSI and schedule an appointment to retake the examination.

4) ADDITIONAL REQUIRED COURSES FOR AN IOWA REAL ESTATE LICENSE

An applicant applying for an original salesperson license must provide evidence of successful completion of the following courses:

- 12 hours of [Buying Practices](#)
- 12 hours of [Listing Practices](#)
- 12 hours of [Developing Professionalism and Ethical Practices](#)

5) REAL ESTATE LICENSE APPLICATION & ERRORS AND OMISSIONS INSURANCE

Once you take and pass the Iowa Licensing exam, you'll be asked to complete the real estate license application form and submit it to the Iowa Real Estate Commission. We will assist you with this process. Please make an appointment with us to complete the application.

TO COMPLETE YOUR REAL ESTATE LICENSE APPLICATION FORM YOU MUST

- Complete an Iowa Real Estate Commission-provided application. You must have your signature notarized on the license application form.
- Complete a background check submitted to the Iowa Real Estate Commission.
- Pay a license fee of \$125.
- Obtain a pass notice from the PSI Examination Services.
- Provide proof of completion of the 60-hour pre-license course in the form of a completion certificate. This must be completed during the 12 months prior to license application.
- Provide proof of completion of the approved additional 36-hour pre-license coursework in the form of a completion certificate. This also must be completed during the 12 months prior to license application.
- Provide proof of Errors and Omissions insurance.
- You must provide the signature of your employing broker on your license application form.

6) LAST STEPS

- Apply for a DMAAR membership
- Purchase lockboxes and set up E-Key
- Order your first set of yard signs and business cards (We will pay for these)

FOR QUESTIONS REGARDING REAL ESTATE LICENSING YOU MAY ALSO CONTACT:

Iowa Real Estate Commission

200 E. Grand Suite 350
Des Moines, IA 50309
(515) 725-9027

RE/MAX REVOLUTION

932 N. Shadyview Blvd
Pleasant Hill, Iowa 50327
(515) 265-7200

Ryan Mathews Broker/Owner (515) 202-1019
Stacey Carpenter Broker/Owner (515) 202-2803

EXPECTED EXPENSES ASSOCIATED WITH BECOMING A REALTOR

Licensing Costs

Pre-License Course	\$460.00
Buying Practices Course	\$140.00
Listing Practices Course	\$140.00
Dev Professionalism/Ethics	\$140.00
State of Iowa Exam Fee	\$ 95.00
Iowa 3 year License Fee	\$125.00

Des Moines Area Association of Realtors Costs

New Member Dues/Fees

Entrance Fee DMAAR	\$260.00
Entrance Fee MLS	\$210.00
Entrance Fee IAR	\$100.00

Annual Dues

Annual Dues DMAAR	\$160.00	(1/2 if July through December)
Annual Dues IAR	\$110.00	(\$55.00 if July through December)
IAR 1 Year Adv Campaign	\$ 30.00	
Annual Dues NAR	\$115.00	(\$75.00 if July through December)

DMAAR Lock Box/Keycard Fees

1 New Lock Box	\$ 96.00 each
EKey Basic	\$ 19.38 per month ongoing

Errors and Omissions Insurance

1 year E&O Insurance	\$240.00 (Will be prorated)
----------------------	-----------------------------

RE/MAX Annual Dues

Due each year on anniversary	\$410.00
------------------------------	----------

Signs and Business Cards

We will provide 5 new signs and 500 business cards at no-cost

TOTAL INITIAL INVESTMENT **Approximately \$2850**