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# Residential Leasing Agent Permit Application Checklist

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# General Information

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## Instructions:

1. Before completing the application package, read each step. This will aid you in accurately completing your application and eliminate any delay in processing.
2. Applicant **must be at least 18 years of age** to apply for a Residential Leasing Agent permit.
3. Application must be submitted within 24 hours of employment.
4. If you have been a Residential Leasing Agent permit holder in the past, you may **not** apply for a new permit. You may only hold the permit once.
5. The Residential Leasing Agent Permit will expire **120 days after** the signature of the sponsoring broker.

## Qualifications/Exemptions:

### *Residential Leasing Agent Permit*

- There is a \$50.00 initial application fee and the signature of a managing broker is required.
- A permit holder may only be sponsored by one sponsoring broker/firm during the 120 day period.
- Applicant must have successfully completed a 4 year course of study in a high school or secondary school or an equivalent course of study approved by the Illinois State Board of Education (e.g., GED).
- Applicants at the time of application, or within a period of 60 days, must be enrolled in a leasing agent course of instruction approved by the IDFPR's Division of Real Estate.
- A permit holder is required to comply with all provisions of the Real Estate License Act and will be subject to the same standards of practice and disciplinary provisions as a leasing agent licensee.
- The designated managing broker is responsible for the activities and actions of the Residential Leasing agent permit holder as if the permit holder was a Residential Leasing Agent licensee.

# Application Requirements

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Designation	Requirements	Submitted:
<b>Residential Leasing Agent Permit</b>	<ol style="list-style-type: none"> <li>1. Completed online application including all required information (within 24 hours of employment)               <ul style="list-style-type: none"> <li>• Name, mailing address, date of birth, and telephone number</li> <li>• Sponsor/Firm name, license number, mailing address, and telephone number.</li> </ul> </li> <li>2. Name of sponsoring broker and valid copy of a sponsoring broker attestation form (see page 4).</li> <li>3. You must be at least 18 years of age to apply for a Residential Leasing Agent permit.</li> </ol>	ONLINE PORTAL

# Application Fees

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<i><b>Fees collected through the licensing process are NOT REFUNDABLE OR TRANSFERABLE.</b></i>		
Board	License Type	Submitted:
Real Estate Board	Residential Leasing Agent Permit (472) ..... \$50.00	ONLINE PORTAL
<i><b>NOTES: All major credit and debit cards as well as ACH and eCheck are accepted.</b></i>		



**RESIDENTIAL LEASING AGENT PERMIT/APPLICATION**  
**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**

Division of Real Estate  
PO Box 7570  
Springfield, Illinois 62791-7570  
[fpr.realestate@illinois.gov](mailto:fpr.realestate@illinois.gov)

472

**RESIDENTIAL LEASING AGENT PERMIT/APPLICATION**

**RESIDENTIAL LEASING AGENT INFORMATION** (Note: Must be submitted within 24 hours of employment)

NAME \_\_\_\_\_ SOC SEC NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, COUNTY, STATE, ZIP CODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ TELEPHONE NO. ( \_ \_ \_ ) \_ \_ - \_ \_ \_

EMAIL ADDRESS: \_\_\_\_\_

**SPONSOR/FIRM INFORMATION**

SPONSOR NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

D/B/A (IF APPLICABLE) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

I/We certify that the Residential Leasing Agent Permit Applicant is at least 18 years of age, has not previously held a Residential Leasing Agent permit or a Residential Leasing Agent license, and has obtained a high school diploma or an equivalent course of study (i.e., GED). I/We further certify that the Residential Leasing Agent Permit Holder shall be subject to the standards of practice and disciplinary provisions of a Residential Leasing Agent licensee, and the Designated Managing Broker shall be responsible for the activities and actions of the Residential Leasing Agent Permit Holder as if the Residential Leasing Agent Permit Holder was a Residential Leasing Agent licensee.

\_\_\_\_\_  
**Residential Leasing Agent Permit Holder Signature**

\_\_\_\_\_  
**Designated Managing Broker Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Designated Managing Broker License No.**

**\$50 Fee Payable to the Illinois Department of Financial and Professional Regulation is required with this Form.**