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# (472) 120-Day Student Leasing Agent Permit New 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 Student Leasing Agent permit.
3. Application must be submitted within 24 hours of employment.
4. If you have been a Licensed Leasing Agent within the past 2 years **OR** have been a Student Leasing Agent permit holder in the past 2 years, you may not apply for a new permit.
5. The Student Leasing Agent Permit will expire **120 days after** the signature of the sponsoring broker.

## Qualifications/Exemptions:

### *Student Leasing Agent*

- There is a \$25.00 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 90 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 Managing Broker is responsible for the activities and actions of the Student Leasing agent as if the Student Leasing Agent was a Leasing Agent licensee.

## Application Requirements

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Designation	Requirements	Submitted:
<b>Student Leasing Agent</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 Student Leasing Agent permit.</li> </ol>	ONLINE PORTAL

## Application Fees

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<b><i>Fees collected through the licensing process are NOT REFUNDABLE OR TRANSFERABLE.</i></b>		
Board	License Type	Submitted:
Real Estate Board	(472) 120 Day Student Leasing Agent Permit ..... \$25.00	ONLINE PORTAL
<b><i>NOTES: All major credit and debit cards as well as ACH and eCheck are accepted.</i></b>		



# 120-DAY STUDENT LEASING AGENT

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, Illinois 62786  
Real Estate Licensing 800/560-6420

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## 120-DAY STUDENT LEASING AGENT - SPONSORING BROKER ATTESTATION

### STUDENT LEASING AGENT INFORMATION

APPLICANT NAME \_\_\_\_\_ SSN \_\_\_\_\_

### SPONSORING BROKER INFORMATION

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

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

**I/We certify that the Student Leasing Agent Applicant is at least 18 years of age, has not been a Student Leasing Agent permit holder or a Leasing Agent licensee within the past 2 years, and has a high school diploma or an equivalent course of study (i.e., GED).**

**I/We further certify that the Student Leasing Agent Applicant shall be subject to the standards of practice and disciplinary provisions of a Leasing Agent licensee and the Managing Broker shall be responsible for the activities and actions of the Student Leasing Agent as if the Student Leasing Agent was a Leasing Agent licensee.**

\_\_\_\_\_  
Managing Broker Name

\_\_\_\_\_  
Managing Broker License Number

\_\_\_\_\_  
Managing Broker Signature

\_\_\_\_\_  
Date