

## PRC/DHSUD APPLICATION AND RENEWAL 2021

### Documentary Requirements for Application as Real Estate Salesperson

References: PRBRES Resolution No. 11 Series 2021 / DHSUD website

<b>PRC REQUIREMENTS (New Applicants)</b> <b>Address:</b> Blas F. Ople Building, Ortigas Avenue Corner EDSA, Mandaluyong, 1555 Metro Manila	<b>DHSUD (New Applicants/ Renewal)</b> <b>Address:</b> DHSUD Building, Kalayaan Avenue cor Mayaman Street, Diliman Queon City
<p><b>Application form:</b> (Click the link, fill-out and print)                      Note: Affix THUMBMARK  <a href="http://www.prc.gov.ph/uploaded/documents/Accreditation%20ApplicationFormAsRealEstateSalesperson2016_e.pdf">http://www.prc.gov.ph/uploaded/documents/Accreditation%20ApplicationFormAsRealEstateSalesperson2016_e.pdf</a></p> <p><b>Requirements:</b></p> <p><b>APPLICANT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 copies of 1 ½ x 1 ½ ID picture colored, white background with complete nametag (For file card and application form)</li> <li><input type="checkbox"/> Original and Photocopy of PSA Birth Certificate</li> <li><input type="checkbox"/> Original and Photocopy of PSA Marriage Certificate (For married female only)</li> <li><input type="checkbox"/> Original and Notarized Certificate of Educational Attainment on the Completion of at least two (2) Years of College. <b>(TOR/or Diploma)</b></li> <li><input type="checkbox"/> Original and updated NBI Clearance</li> <li><input type="checkbox"/> Original and Notarized Certification of twelve (12) credit units on Real Estate Brokerage.</li> <li><input type="checkbox"/> Official Receipt (Application fee)</li> <li><input type="checkbox"/> 2 sets of Documentary stamp</li> </ul> <p><b>Documents from your REAL ESTATE BROKER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Undertaking and Declaration - <a href="https://bit.ly/REBDU">https://bit.ly/REBDU</a></li> <li><input type="checkbox"/> Photocopy of Broker's PRC License with 3 signatures</li> </ul> <p>Claim OR and claim stub, wait for the approval via PRBRES Resolution                      If included on the Resolution of Accreditation – Cash Division to pay                      Registration Fee – Registration Div to sign the accreditation Card                      RES Accreditation shall be valid for two (2) years                      Take an Oath during a scheduled Mass Oath taking                      Claim Accreditation Card at Licensure&amp;Registration Division</p>	<p>Application Form: (Click the link, Fill out and Print)  <a href="https://dhsud.gov.ph/downloadable-forms/">https://dhsud.gov.ph/downloadable-forms/</a></p> <p><b>Requirements:</b></p> <p><b>APPLICANT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two (2) recent 2 X 2 color photo;</li> <li><input type="checkbox"/> Photocopy of valid PRC-issued Certificate of Registration and</li> <li><input type="checkbox"/> PRC –issued Professional Identification Card (Originals thereof to be presented upon filing, for comparison as faithful reproduction); OR Photocopy of the Official Receipt/ Updated PRC Receipt (if PRC ID is not yet available)</li> <li><input type="checkbox"/> Specimen Signature Form</li> <li><input type="checkbox"/> Photocopy of Cash Bond Receipt (Php 1,000)</li> <li><input type="checkbox"/> Photocopy of Official Receipt (registration fee)</li> </ul> <p><b>Documents from your REAL ESTATE BROKER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopy Letter of Engagement / Employment signed by an HLURB-registered Broker;</li> <li><input type="checkbox"/> Photocopy Brokers' PRC ID/COR with 3 specimen signatures</li> <li><input type="checkbox"/> Photocopy of Broker's DHSUD ID or COR</li> </ul> <p style="text-align: center;"><b>DHSUD REQUIREMENTS (RENEWAL)</b></p> <p style="text-align: center;">Submission starts at <b>November</b>                      Last day of submission: <b>December</b>  <b>*dates as announced</b></p>
<p style="text-align: center;"><b>PRC REQUIREMENTS (RENEWAL)</b></p> <p style="text-align: center;"><b>Must be renewed 30 days prior to its expiration date</b></p> <p><b>Renewal Application form:</b> <a href="https://bit.ly/RenewalRES">https://bit.ly/RenewalRES</a></p> <p><b>Requirements:</b></p> <p><b>APPLICANT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 copy of 1 ½ x 1 ½ ID picture colored, white background with complete nametag</li> <li><input type="checkbox"/> Original and Notarized CPD Certification</li> <li><input type="checkbox"/> Official Receipt (Renewal fee)</li> </ul>	<p style="text-align: center;"><b>PRC REQUIREMENTS (RENEWAL)</b></p> <p><b>Documents from your REAL ESTATE BROKER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Undertaking and Declaration - <a href="https://bit.ly/REBDU">https://bit.ly/REBDU</a></li> <li><input type="checkbox"/> Photocopy of Broker's PRC License with 3 signatures should be valid for at least six(6)months upon RES renewal application</li> </ul>