



## INDEPENDENT BROKER ACCREDITATION FORM

### COMPANY ACCREDITED REAL ESTATE BROKER (INDIVIDUAL PRACTITIONER)

---

PRC LICENSE #: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

---

#### Required Attachments:

1. PRC ID
2. Property Tax Relief (PTR)
3. Certificate of Registration/BIR 2303 (updated)
4. Official Receipt
5. DHSUD Registration Certificate (updated)
6. Sworn Declaration (*Notarized and Stamped "RECEIVED" by the BIR*)
7. List of Accredited RES (Real Estate Salesperson)
  - ✓ PRC Accreditation/ PRC ID
  - ✓ RES DHSUD Registration OCT/PTR

#### I. Procedure Requirements

1. Required Documents
  - a. PRC Broker's ID
  - b. Property Tax Relief (PTR) (photocopy)
  - c. Certificate of Registration/ BIR 2303 (photocopy)
  - d. Photocopy of Official Receipt
  - e. Updated DHSUD Registration Certificate
  - f. BIR Sworn Declaration (*Notarized and Stamped "RECEIVED" by the BIR*)  
-If gross receipts will **not exceed Three Million Pesos (₱3,000,000.00) and a non-VAT registered taxpayer for the current year to avail of lower withholding rate.**
2. Fill out **REAL ESTATE BROKER ACCREDITATION FORM**
3. Attend to **PRODUCT KNOWLEDGE SEMINAR (PKS)**

#### II. Renewal of Accreditation

1. Required Documents (Please refer above)