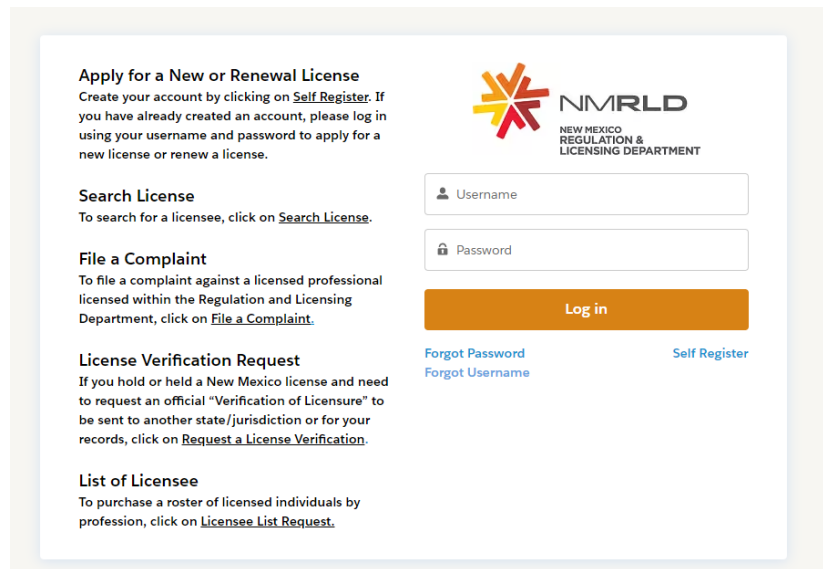


New Mexico Real Estate Commission Application Submission Guide

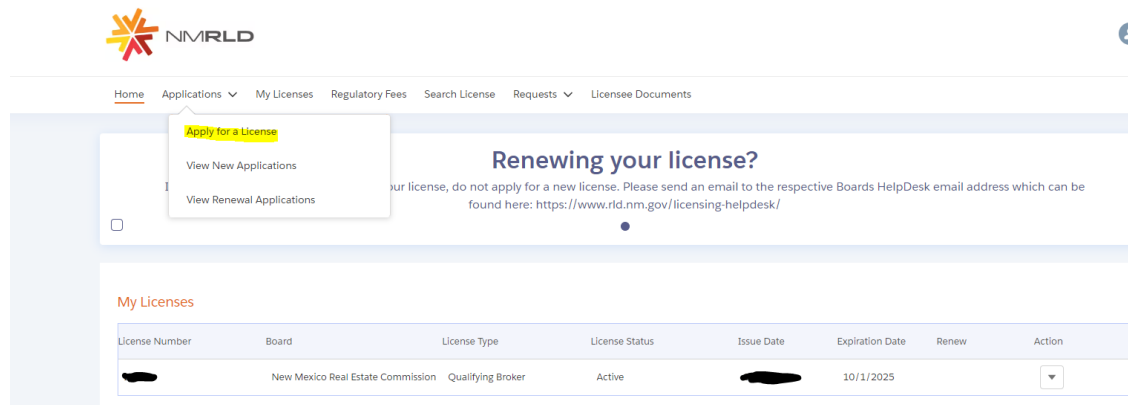
All Real Estate applications are required to be submitted using the online licensing portal, NMPlus.

1. Login to your NMPlus account. https://nmrldpi.my.site.com/bcd/s/login/?language=en_US
Your username is your email address on file with the Commission. Select 'Forgot password' if you don't recall your password. Please check your "junk folder" if you don't receive your password reset email. Issues logging in or missing a license, email rld.rehelpdesk@rld.nm.gov for assistance.



The screenshot shows the NMPlus login interface. On the left, there are four main sections: 'Apply for a New or Renewal License', 'Search License', 'File a Complaint', and 'License Verification Request'. On the right, there is a login form with fields for 'Username' and 'Password', a 'Log in' button, and links for 'Forgot Password', 'Forgot Username', and 'Self Register'.

2. Select **Apply for a License** at the top of the page and select Boards and Commission Division.

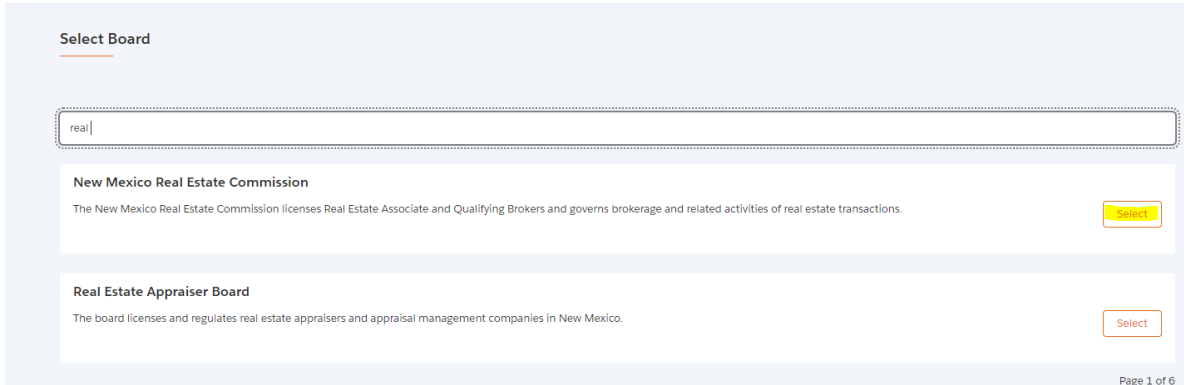


The screenshot shows the NMPlus dashboard. At the top, there is a navigation menu with 'Home', 'Applications', 'My Licenses', 'Regulatory Fees', 'Search License', 'Requests', and 'Licensee Documents'. A dropdown menu is open under 'Applications', showing 'Apply for a License', 'View New Applications', and 'View Renewal Applications'. The main content area has a heading 'Renewing your license?' and a message: 'If you are renewing your license, do not apply for a new license. Please send an email to the respective Boards HelpDesk email address which can be found here: <https://www.rld.nm.gov/licensing-helpdesk/>'. Below this, there is a 'My Licenses' section with a table:

License Number	Board	License Type	License Status	Issue Date	Expiration Date	Renew	Action
[REDACTED]	New Mexico Real Estate Commission	Qualifying Broker	Active	[REDACTED]	10/1/2025		[Dropdown]



- A list of all boards/commissions will appear. Select Real Estate Commission. The boards/commission names are listed in alphabetical order. To quickly get to the Real Estate Commission, type in REAL in the search bar.



Select Board

real

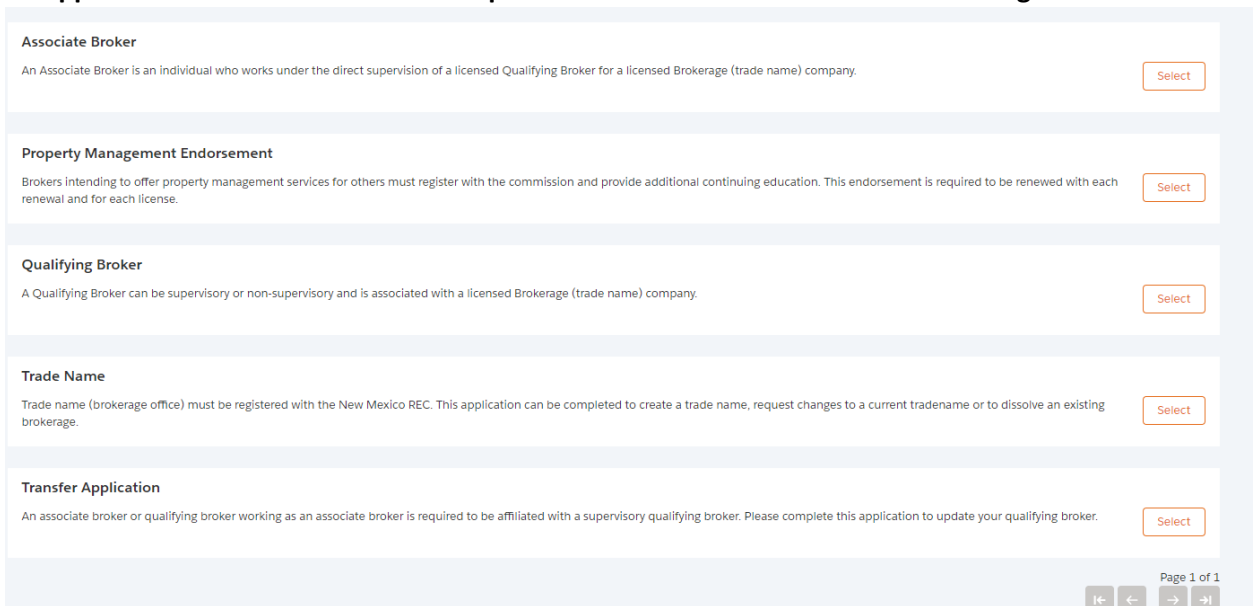
New Mexico Real Estate Commission
The New Mexico Real Estate Commission licenses Real Estate Associate and Qualifying Brokers and governs brokerage and related activities of real estate transactions. Select

Real Estate Appraiser Board
The board licenses and regulates real estate appraisers and appraisal management companies in New Mexico. Select

Page 1 of 6

- You will select the type of application you want to start from the application menu (shown below). The application selected will provide additional screens once in the application. Most applications will require the Universal Form to be completed and uploaded, form is located on the Commission's website at <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/real-estate-commission/licensing-registration-and-renewal/>

All applications with an active status require Errors and Omissions insurance coverage.



Associate Broker
An Associate Broker is an individual who works under the direct supervision of a licensed Qualifying Broker for a licensed Brokerage (trade name) company. Select

Property Management Endorsement
Brokers intending to offer property management services for others must register with the commission and provide additional continuing education. This endorsement is required to be renewed with each renewal and for each license. Select

Qualifying Broker
A Qualifying Broker can be supervisory or non-supervisory and is associated with a licensed Brokerage (trade name) company. Select

Trade Name
Trade name (brokerage office) must be registered with the New Mexico REC. This application can be completed to create a trade name, request changes to a current tradename or to dissolve an existing brokerage. Select

Transfer Application
An associate broker or qualifying broker working as an associate broker is required to be affiliated with a supervisory qualifying broker. Please complete this application to update your qualifying broker. Select

Page 1 of 1

Associate Broker Application

Associate Broker Applicants must identify if they will be applying by waiver or by initial application. This will determine the application path. New Mexico does not license sales agents. To determine if your out of state Real Estate license qualifies for a waiver please submit an email to rldrealestate.comsn@rld.nm.gov.



Property Management Endorsement- This must be completed for each license that will provide property management and at each renewal.

* Please read carefully and select the appropriate choice that applies to you:

- I have an active Qualifying Broker license in New Mexico for which I am requesting the property management endorsement.
- I have an active Associate Broker license in New Mexico for which I am requesting the property management endorsement.
- I have submitted an application for a Qualifying Broker license for which I am requesting the property management endorsement.
- I have submitted an application for an Associate Broker license for which I am requesting the property management endorsement.

Qualifying Broker Application

A Qualifying Broker that is applying for an additional license will select from the first two options. An Associate Broker that is apply by experience (Upgrade) will apply by the bottom two. An out of state applicant will have a different path based on the answer to the first question.

New Mexico does not license sales agents. To determine if your out of state Real Estate license qualifies for a waiver please submit an email to rldrealestate.comsn@rld.nm.gov.

* Do you certify that you are minimum 18 years old?

- Yes

You must be at least 18 years old to get a license with the New Mexico Real Estate Commission.

* Please read carefully and select the appropriate choice that applies to you:

- I hold a qualifying broker license(s) in New Mexico and have been an active broker for at least four (4) of the last five (5) years preceding the date of application.
- I hold a qualifying broker license(s) in New Mexico and have been an active broker for at least two (2) but not more than four (4) of the last five (5) years preceding the date of application.
- I hold an associate broker license in New Mexico and have been an active associate broker for at least four (4) of the last five (5) years preceding the date of application.
- I hold an associate broker license(s) in New Mexico and have been an active associate broker for at least two (2) but not more than four (4) of the last five (5) years preceding the date of application.



Trade Name Options- once entered into the application.

This application requires authorization of a corporate officer and a Universal Form for each Associate Broker license impacted by change. This form is located on the Commission's website at <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/real-estate-commission/licensing-registration-and-renewal/>

Trade Name Information

* Please select the appropriate reason for this application:

- I want to establish a new Trade Name (brokerage)
- I want to request a change in an existing Trade Name (brokerage)
- I want to dissolve an existing Trade Name (brokerage)

Save for later

Transfer Options- once entered into the application.

A transfer application will be submitted when the license number is being transferred to a new Qualifying Broker or a trade name. This application will be used when a Qualifying Broker is moving their entire office to a new trade name, address, etc. Every license impacted is required to submit a Universal Form and is uploaded with the application. This form is located on the Commission's website at <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/real-estate-commission/licensing-registration-and-renewal/>

Questions

* Please select the appropriate reason for this application:

- I want to transfer my active Qualifying Broker license to a new Trade Name (brokerage)
- I want to transfer my inactive Qualifying Broker license to a new Trade Name (brokerage)
- I want to transfer my Qualifying Broker (QB working as AB) license to a new Supervisory Qualifying Broker
- I want to transfer my Associate Broker license to a new Supervisory Qualifying Broker

