

### **Section 1450.240 Leasing Agent 120 Day Permit**

- a) Pursuant to Section 5-5(d) of the Act, a person engaging in practice under the provisions of this Section may first obtain a 120 day leasing agent permit. A permit holder shall comply with all provisions of the Act and this Subpart as if the permit holder were a licensee, and shall be subject to standards of practice and disciplinary provisions as if the permit holder were a licensee. A broker supervising a permit holder shall be responsible for the activities and actions of a permit holder as if the permit holder were a leasing agent licensee. A student leasing agent may only be sponsored by one sponsoring broker during the 120 day period.
- b) Within 24 hours after employing a permit holder, a broker shall submit the following information to the Division on forms provided by the Division:
  - 1) the name, address and other information requested by the Division to identify the permit holder;
  - 2) certification by the permit holder that the applicant has not been a leasing agent licensee within the past 2 years and that the applicant has not been a permit holder within the past 2 years;
  - 3) certification that the permit holder is at least 18 years of age;
  - 4) certification that the permit holder has 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); and
  - 5) certification that the permit holder is at the time of application, or will be within a period of 90 days, enrolled in a leasing agent course of instruction approved by the Division.
- c) Upon expiration of the 120 day leasing agent permit period, the permit holder shall immediately cease engaging in leasing agent activities unless the person has been issued a leasing agent sponsor card or a leasing agent license.
- d) A person shall not practice under a 120 day leasing agent permit more than once in any 24 month period. A person who has been a leasing agent licensee within the past 24 month period shall not practice as a 120 day permit holder.



**120-DAY STUDENT LEASING AGENT PERMIT/APPLICATION**  
**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
 Division of Professional Regulation/Real Estate Professions Section  
 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 PERMIT/APPLICATION**

**STUDENT 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. ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_

**SPONSOR/FIRM INFORMATION**

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

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

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

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

TELEPHONE NUMBER ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_

I/We certify that the **Student Leasing Agent** Applicant is at least 18 years of age, has not been a Student Leasing Agent 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.**

\_\_\_\_\_  
 Student Leasing Agent Signature

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Managing Broker License No.

**\$25 Fee Payable to the Illinois Department of Financial and Professional Regulation is required with this Form.**