STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION LICENSE SERVICES DIVISION 450 COLUMBUS BLVD, STE. 801 HARTFORD, CT 06103 Email: dcp.realestate@ct.gov



## Interstate Land Sales Registration Instructions without HUD Certificate

If the subdivision you intend to register has <u>not</u> been registered under the federal Interstate Land Sales Full Disclosure Act, Department of Housing and Urban Development, please complete the following and submit as one complete application package:

1. Completed Application

Web Site: www.ct.gov/dcp

- 2. Appointment of Attorney for Service of Process
  - a. The Appointment of Attorney for Service of Process form can be obtained from the:

Office of the Secretary of State (860) 509-6002 www.sots.ct.gov

- b. Send a certified copy to the Department of Consumer Protection as part of this complete application
- 3. Application filing fee and the Initial registration fee as indicated on the application
- 4. Particulars and details in accordance with Section 20-329m-4 of the Regulations of Connecticut State Agencies (see attached)
- 5. Narrative description of promotional plan and all advertising material

PLEASE INCLUDE ALL OF THE REQUIRED MATERIAL AND ONLY THE REQUIRED MATERIAL

## Sec. 20-329m-4. Application for license

Any broker who wishes to offer for disposition or to dispose of any subdivision or lot, parcel, unit or interest in any subdivision, and who is required to obtain a license to do so from the commission, shall submit to the commission:

(1) A questionnaire and license application form duly completed by the applicant under oath. Such questionnaire and license application form shall include but shall not be limited to a statement by the applicant

(a) that he has reviewed and verified the truth, authenticity and accuracy of all papers, maps, plats, plans, drawings, photographs, permissions, licenses, documents, deeds, instruments and promotional material, including but not limited to the sales prospectus or property report which is to be used in every offer of disposition in this state of any subdivision or lot, parcel, unit or interest in any subdivision, and

(b) that all said materials and documentation reasonably portray the facts relating to the subdivision and any lot, parcel, unit or interest therein and its situation and location, and

(c) that said materials and documentation are in no way misleading and subject to misinterpretation by the public;

(2) proof of compliance with the requirements of section 20-329c of the general statutes relating to the appointment of the secretary of the state as the broker's attorney for service of process;

(3) details of any bond which may be required by the commission;

(4) a certified, carbon, photographic, Xerox or similarly reproduced copy of any title policy covering the subdivision;

(5) a copy of any trust deed or mortgage affecting the subdivision, together with a copy of the conditional or partial releases to be used in the disposition of any lot, parcel, unit or interest in the subdivision;

(6) a detailed statement of the method of handling all deposit monies received by the broker from any person, purchaser or prospective purchaser including but not limited to the name and address of the bank in which the escrow account is established, as well as the account number. In addition, such money shall remain in such escrow account, in accordance with section 20-329n, until final legal disposition is made by the person legally entitled to such money;

(7) copies of all papers and documents to be used in any disposition in this state, including but not limited to any deed, trust deed or instrument, warranty deed, quitclaim deed, contract, agreement, lease, option, deposit receipt and maps, plan, drawings, or photographs or both;

(8) copies of all conditions, restrictions, covenants, reservations and encumbrances affecting the subdivision, including but not limited to mineral or other such rights;

(9) copies of all maps, plats or plans, approved by the local governmental authority, with evidence of such approval, depicting the subdivision or property or interest to be offered for disposition, together with maps depicting the topography and soil composition and definitive plans for construction; all such maps, plats or plans to be certified as to their accuracy by a duly qualified and licensed engineer;

(10) (a) copies of all documentation or reports issued by the local governmental authority with respect to

(i) the availability and potability of water,

(ii) the sanitary disposal of human waste,

(b) a complete report of all flood hazards and drainage affecting the subdivision, as issued by the local flood engineer or other competent and qualified authority,

(c) a complete report covering the construction of access highways, roads and sidewalks affecting the subdivision, and

(d) a complete report relating to the services which will be available to each purchaser of any lot, parcel, unit or interest in the subdivision;

(11) (a) copies of proofs of all advertising and promotional material to be used in this state, including but not limited to a detailed description and legal description of the subdivision, together with a map showing the division proposed or made, the dimensions of the lots, parcels, units, or interests and the relation of the subdivision to existing streets, roads, and other offsite improvements,

(b) copies of the sales prospectus or property report to be used,

(c) the plan under which the disposition of the subdivision or any lots, parcels, units or interests therein is to be made, and (d) such other information as the commission may require in rendering a decision as to the issuance of a license to the applicant;

(12) a copy of the price list of all the lots, parcels, units or interests in the subdivision and the terms and conditions of any offering under which any person or purchaser is to be induced to accept any such offer;

(13) the names and addresses of the persons in whom title to the subdivision is vested, together with the names and addresses of all other persons having a financial interest in the proposed offer or promotional sale or both;

(14) an adequate financial statement covering the persons in whom title to the subdivision is vested, together with at least two bank references in respect of each such person;

(15) a statement made under oath by those persons listed in subsection (13) of this section setting forth in detail

(a) any prior arrests, proceedings or convictions in any jurisdiction against such persons within ten years prior to the date of the application, concerning the following charges or offenses: forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or other like offense or offenses

(b) whether any of them has ever had his real estate license revoked or suspended, and

(c) if there have been no such arrests, proceedings, convictions, license revocations or suspensions, said statement shall clearly state that there have been "none";

(16) a copy, certified by a duly authorized and qualified person, of any report, review, inspection, approval or release which may have been required by the state or jurisdiction in which the subdivision is located;

(17) the statutory filing fee of one hundred dollars plus the license fee to be computed on the basis of the rates set forth in section 20-329f, subsection (b). The commission shall supply free of charge all necessary questionnaire and license application forms and shall make no official review of any license application until it has received from the applicant all necessary documentation duly completed.

STATE OF CONNECTICUT **DEPARTMENT OF CONSUMER PROTECTION** 

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For Official Use Only

## **INTERSTATE LAND SALES REGISTRATION APPLICATION**

This application must be accompanied by the application filing fee and the initial registration fee. Please refer to the chart for the applicable fees.

Please check (only one) type of development:						
Subdivided Lots     Condominiums     Other						
Development Information:						
Name of Development						
Location of Development (Street Addre	ess if applicable)	City		State	Zip Code	Country
Number of Subdivided Lots or Condor	ninium Units:					
For what use will the property be offered Residential Comm		ther (describe)				
Is the development registered with HU	D? ease provide a cop	by of certificate.				
List all states where this development i	List all states where this development is registered and/or being offered:					
List all jurisdictions in which this registration is/has been:  Pending:  Denied:						
Developer Information:						
Name of Developer						
Street Address		City		State	Zip Code	
Telephone Number (with area code)	FEIN		Email Address			
Has the developer or any of the corpora past 5 years? Yes No If			ubject of a final adverse disposi oviding the date(s) of convictio			-
I hereby swear that I have reviewed permissions, licenses, documents, deed which is to be used in every offer of o materials and documentation reasonabl location, and that said materials and doc	s, instruments an lisposition in this ly portray the fact.	nd promotional state of any s s relating to th	material, including but not lin ubdivision or lot, parcel, unit e subdivision and any lot, parc	mited to t or interes xel, unit o	he sales prospe t in any subdi r interest there	ectus or property report vision, and that all said
Signature of Developer: Date:						

Name, Address & Telephone Number of person to whom <u>all</u> correspondence should be directed:						
Name of Person			Title			
Company Name or Law Firm						
Street Address		City	State	Zip Code		
Telephone Number (with area code)	Email Address					
Connecticut Resident Real Estate	Broker Information:					
Name of Broker						
Street Address		City	State	Zip Code		
Telephone Number (with area code)	Email Address		CT License Number			
I am a Connecticut resident duly licensed in the state of Connecticut as a real estate broker who has agreed to represent the above named out-of-state development for the year specified on the license application by the developer. I am obligated to keep my real estate broker's license renewed and effective to be eligible to represent the out-of-state development. I will notify the developer in writing when my real estate license is no longer active.						
Signature of Broker:       Date:						

→ This application <u>must be accompanied by the application filing fee of \$300.00 and the applicable initial</u> <u>registration fee</u> indicated below. Checks and Money Orders should be made payable to *"Treasurer, State of Connecticut."* The application filing fee is non-refundable.

Number of	Initial License	Number of	Initial License	Number of	Initial
Units of Lots	Fee	Units or Lots	Fee	Units or Lots	License Fee
1 – 50	\$315.00	201 - 250	\$440.00	401 - 450	\$565.00
51 - 100	\$345.00	251 - 300	\$470.00	451 - 500	\$595.00
101 – 150	\$375.00	301 - 350	\$500.00	501 and above	\$625.00
151 - 200	\$410.00	351 - 400	\$535.00		

→ Return the completed application, appropriate documentation and fee to:

**Department of Consumer Protection** License Services Division 450 Columbus Blvd, Ste. 801 Hartford, CT 06103