

**REALTORS® LAND INSTITUTE**

430 NORTH MICHIGAN AVENUE

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**Accredited Land Consultant Designation Application**

Please email electronic submissions to [alcapp@rliland.com](mailto:alcapp@rliland.com). Ideally, please send one email with all attachments included. Part 1 should include this application along with all supporting documentation listed in Part 1 below. Part 2 is your portfolio and should include your resume, essay, the volume requirements spreadsheet, and a transaction narrative form and supporting documentation for every transaction submitted, in the same order as the transactions are listed on the spreadsheet.

Name (as you want it listed on your ALC Plaque):

Date of Application: Date of Birth:

Company:

Physical Mailing Address (where you want your plaque mailed):

City/State/Zip: Is this \_\_\_\_ home address or \_\_\_\_ office address?

Cell Phone: Email:

**PART 1. Application** (please attach in the order requested in one file titled Part 1. “Your Name”)

1. **Application Fee**: There is a $350 non-refundable application fee that must be paid online when you formally submit your application. Please review your application as thoroughly as possible before submittal to ensure it meets the stated criteria.
2. **NAR Membership:** Membership in the National Association of REALTORS® is required to hold the ALC designation and must be maintained annually. Please indicate your membership category in NAR:

## \_\_\_\_ REALTOR®/REALTOR®-associate \_\_\_\_ Institute Affiliate \_\_\_\_\_have not yet joined

If you are already a member of NAR, your NRDS number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Professional License:** If your profession requires a professional license to practice (like real estate), you must provide proof of your professional licensure. Please attach a copy of your current professional license.
2. **Disclosure:** Have you had a state real estate commission violation or have you been convicted of a felony within the last five years of the date of your application? If so, please provide additional information on a separate sheet of paper to submit with your application.
3. **Education:** For the designation, you must complete six LANDU education courses and pass the ALC comprehensive exam. Completion will be confirmed internally by RLI staff.

ALC exam grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Fast Track Applicants:** If you are applying under the Fast Track program, please attach your official college transcripts or proof of designation that qualifies you for the program.
2. **Applicant’s Signature of Confirmation:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I, personally, handled or was involved in all the real estate transactions described in this application and that everything presented in this application is true and accurate. I understand that the ALC Designation Committee has the right to audit and verify any statements or documents associated with this application and anything found to be false could result in the revocation of the ALC designation. By completing this application, I agree to abide by the REALTORS® Land Institute bylaws, rules, and regulations and the Code of Ethics of the National Association of REALTORS®. **I understand that my ability to use the ALC designation is contingent upon my remaining a member in good standing of the REALTORS® Land Institute and a member of the National Association of REALTORS® (as a REALTOR®/REALTOR®-Associate or as an Institute Affiliate).**

**PART 2. Portfolio** (please attach in the order listed on the volume requirements spreadsheet as a separate file labeled “Part 2. Your Name Portfolio”)

1. **Resume:** All applicants must have at least three years of experience in land sales, brokerage, development, appraisal, or farm/forestry management. Please attach your most current resume.
2. **Essay:** Please explain on a separate sheet of paper why you would like to become an Accredited Land Consultant.
3. **Volume Requirements:**
4. Volume Spreadsheet
5. Transaction Narrative – must be signed and submitted for every transaction. Transaction Numbers must correspond to the numbers on the volume spreadsheet. Please answer each question in as much detail as possible.
6. **High-resolution Headshot:** Please attach as a separate file a high-resolution headshot (in jpeg or png format) to be used in the promotion of your achievement of the ALC Designation.

**SEND DIRECTLY TO RLI**

1. **Letters of Recommendation:** Please request two letters of recommendation from current Accredited Land Consultants, one of which must be from an ALC within your local market. Letters should be sent directly to RLI at [alcapp@rliland.com](mailto:alcapp@rliland.com).