



Renewal Form Information Sheet

THIS FORM IS FOR THE TIMELY RENEWAL OF A REAL ESTATE LICENSE OR FOR RENEWAL OF A REAL ESTATE LICENSE THAT HAS BEEN EXPIRED LESS THAN ONE YEAR. IT MAY BE USED TO RENEW EITHER A SALESPERSON OR BROKER LICENSE.

PLEASE READ THE INSTRUCTIONS CAREFULLY.

To renew a license on active status the licensee must complete any education requirements, pay the renewal fee and possibly pay \$19.25 for a subsequent background check.

| License Type | Salesperson SAE* | Salesperson MCE | Broker (Individual) | Corporation Broker | Limited Liability Company Broker |
|---|------------------|-----------------|---------------------|--------------------|----------------------------------|
| Timely Renewal | \$58.00* | \$115.00 | \$519.00 | \$117.00 | \$115.00 |
| Late Renewal -Expired 90 days or less | \$73.00* | \$149.00 | \$553.00 | \$149.00 | \$149.00 |
| Late Renewal-Expired more than 90 days but less than one year | \$90.00* | \$183.00 | \$587.00 | \$183.00 | \$183.00 |

1. Insert applicant's name as it is listed on the license.
2. Insert the license number.
3. Insert the current license expiration date.
4. If this renewal is for a timely renewal (the license is not expired and it is within ninety days prior to the expiration date), check " Timely". If this renewal is for a license that has been expired for less than one year, check " Late Renewal." Check one box only.
- 5a. If the renewal is for a salesperson's license subject to SAE , check " SAE." Evidence of successful course completion must be posted to the TREC computer system before or during the late renewal process. If the renewal is for a salesperson's license subject to MCE check " MCE." Check one box only.
- 5b. If the renewal is for a broker's individual or personal license, check " Individual." If the renewal is for a corporation broker's license, check " Corporation." If the renewal is for a limited liability company broker's license, check " Limited Liability Company." If the renewal is for a partnership broker's license, check " Partnership." Check one box only.
6. Insert the permanent mailing address and contact information as requested including email address. All areas of this section are required for processing this application. Indicate N/A if there is not a fax number or email address.
7. If an inactive license is desired, check appropriate box.
8. If you are a Broker applying for active status you **must provide** a Business Address if it is different than the permanent mailing address. The business address may not be a post office box.
9. This question must be answered to renew a license. If applicant is a corporation, LLC or partnership "you" means the corporation or its designated officer, the LLC or its designated manager, or the partnership or its designated partner.
10. This question must be answered to renew a license.
11. Sign and date the statement of applicant on page two of the form.
12. Sign and date the certification of business entity on page two of the form.

*** SAE fee amount for individuals who applied prior to January 1, 2006.**

A renewal fee must accompany this application. **Applications submitted on paper that may be filed electronically at the TREC website must include a processing fee of \$20.00. Salesperson late renewals are not available online at this time and are exempt from the \$20.00 processing fee.** Payment of the renewal fee can be made by personal check, cashiers check, or money order when mailed.

Complete the application fully and if mailed, make check or money order payable to TREC.

**SALESPERSON ANNUAL EDUCATION (SAE) REQUIREMENTS
FOR THOSE LICENSED PRIOR TO JANUARY 1, 2006**

All active and inactive salespersons who are under the SAE requirement in effect prior to January 1, 2006 must show evidence of having completed the following hours of education for the first three renewals:

- 1st Renewal: 210 hours total with at least 150 in core real estate
- 2nd Renewal: 240 hours total with at least 180 in core real estate
- 3rd Renewal: 270 hours total with at least 210 in core real estate

**SALESPERSON ANNUAL EDUCATION (SAE) REQUIREMENTS
FOR THOSE LICENSED ON OR AFTER JANUARY 1, 2006**

All active and inactive salespersons who are under the SAE requirement in effect on or after January 1, 2006 must show evidence of having completed the following hours of education by the first renewal:

- 1st Renewal: 270 hours total with at least 210 in core real estate

**MANDATORY CONTINUING EDUCATION (MCE) REQUIREMENTS
TIMELY RENEWAL**

For an active license renewal, MCE courses must be taken during the term of the license being renewed. Hours cannot be carried over from one license term to another. If the MCE requirement has not been satisfied, the licensee will be required to pay a \$200 deferral fee and complete the required hours within 60 days of the effective date of the new license. To avoid paying this fee, complete the required MCE prior to the expiration date of the license or request to renew the license in an INACTIVE status.

Failure to pay the deferral fee and complete the required MCE hours within 60 days of the effective date of the new license will result in the license being placed on INACTIVE status. During this time a licensee must cease doing business. If such a licensee is a broker, all salespersons sponsored by the broker will revert to inactive status. To return to active status a licensee must complete the required MCE hours; pay the deferral fee of \$200 and a \$250 late reporting fee (total \$450); as well as submit a "Request to Return to Active Status" (if a broker) or "Salesperson Sponsorship Form" (if a salesperson) and a \$20 filing fee.

**LATE RENEWAL
LICENSES EXPIRED LESS THAN ONE YEAR**

A licensee filing a late renewal application for a license expired less than one year may renew a license on active status without any lapse in active licensure.

For an ACTIVE renewal of a license that has been expired less than one year:

If the application to renew is filed for a license expired less than one year and MCE requirements were met prior to the expiration date, an applicant must pay the appropriate late renewal fee and submit a "Salesperson Sponsorship Form-3" if a salesperson.

If the application to renew is filed not later than the 60th day after the expiration of the license and MCE requirements were not met prior to the license expiration date an applicant must pay the appropriate late renewal fee, a \$200 deferral fee and complete the MCE within 60 days of the license expiration date. If MCE requirements are not completed within the 60-day period, the renewed license will be placed on inactive status. To reactivate the license the licensee must complete the required MCE, pay the \$200 deferral fee if it has not been paid, pay a \$250 late reporting fee, and complete and submit a "Request to Return to Active Status Form" if a broker or a "Salesperson Sponsorship Form-1" if a salesperson and pay the appropriate fee.

If the application to renew is filed more than 60 days but less than one year after the license expired and MCE requirements are not met prior to the license expiration date, an applicant must pay the appropriate late renewal fee, a \$200 deferral fee, a \$250 late reporting fee, and complete the MCE. Salespersons must submit Salesperson Sponsorship Form-3.

For an INACTIVE renewal of a license that has been expired less than one year: A licensee may file a late renewal application and renew a license on INACTIVE status without a lapse in INACTIVE licensure and without submitting MCE. A licensee cannot engage in real estate brokerage activity with an inactive license.

Please Note: If a broker's license expires or is placed on inactive status, all salespersons sponsored by the broker will be placed on inactive status. This includes salespersons sponsored by a corporation, LLC or partnership whose designated officer's, designated manager's or designated partner's license expires or is placed on inactive status.

MCE course providers are responsible for notifying TREC when a licensee has completed an MCE course. However, if you are seeking MCE elective credit for the following types of courses, **you must forward your course completion documentation to TREC and use the appropriate form:**

Core real estate course (completion documentation only);

MCE 10-2, MCE Out of State Course Credit Request form;

MCE 12-2, MCE Credit Request for State Bar Courses form or,

MCE 15-0, Professional Designation Course.

A list of TREC approved MCE providers can be found at the TREC website www.trec.state.tx.us

9. Have you had any instance of entering a plea of guilty or nolo contendere to, have been found guilty of, or been convicted of a felony, regardless of an order granting probation, community supervision, deferred adjudication, or suspending the imposition of sentence that has not previously been reported to the Texas Real Estate Commission? If YES, submit copies of all indictments, judgments, orders and charges, and a written explanation. Yes No

10. Are you currently in default on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation? Yes No

STATEMENT OF APPLICANT

11. I certify that I am eighteen (18) years of age or older and that I am a citizen of the United States or a lawfully admitted alien. I certify that I have examined this application and the answers given are true, correct and complete. I understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of my license. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for revocation or other disciplinary action of a license once granted even though other requirements for a license have been met. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission.

I CERTIFY THAT I WILL NOT PERFORM ANY ACT OF A REAL ESTATE BROKER OR SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY POSSESSION.

Date Signed

Signature of Applicant

CERTIFICATION OF BUSINESS ENTITY

12. I certify that the information reflected in this application is true and correct to the best of my knowledge. I further certify that the corporation, LLC or partnership (the entity) has complied with all statutes, rules and regulations required of it to conduct business in this state. I understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of my license. I authorize the Texas Real Estate Commission to conduct an investigation of the entity which it deems prudent. I understand that information revealed in an investigation may be cause for revocation or other disciplinary action of a license once granted even though other requirements for a license have been met. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, the entity will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission.

I CERTIFY THAT THE BUSINESS ENTITY WILL NOT PERFORM ANY ACT OF A REAL ESTATE BROKER UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY POSSESSION.

Date Signed

Signature of the Designated Officer, Manager or Partner of the Entity

Typed or Printed Name of the Designated Officer, Manager or Partner of the Entity

Failure to provide information requested by the Commission in connection with a renewal application within 30 days is grounds for disciplinary action under the Texas Real Estate License Act, Chapter 1101, Texas Occupations Code and 22 TAC §535.91(c).

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.