



# Individual Renewal Form Information Sheet

**THIS FORM IS FOR THE TIMELY RENEWAL OF AN INDIVIDUAL REAL ESTATE LICENSE OR FOR RENEWAL OF A REAL ESTATE LICENSE THAT HAS BEEN EXPIRED LESS THAN SIX MONTHS. IT MAY BE USED TO RENEW EITHER A SALES AGENT OR BROKER LICENSE.**

BREAK DOWN OF FEES	Sales Agent			Broker (Individual)		
	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)
TREC Renewal Fee	66.00	99.00	132.00	72.00	108.00	144.00
Texas Online Fee	4.00	4.00	4.00	5.00	5.00	5.00
Real Estate Center at TX A&M	40.00	40.00	40.00	140.00	140.00	140.00

**IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

- ALL FEES LISTED ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION. AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TREC. DO NOT PAY WITH CASH.
- If your license expires, you will only be able to late renew on INACTIVE status.
- If a broker license expires or is placed on inactive status, all sales agents sponsored by the broker will be placed on inactive status. This includes sales agents sponsored by a business entity broker whose designated broker's license expires or is placed on inactive status.

To Renew ACTIVE

- You must complete 18 hours of approved Continuing Education (CE), which must include 8 hours of TREC Legal Update I & II, 3 hours of contract-related coursework, and 7 hours of elective CE.
- An individual broker or designated broker of a business entity who sponsors agents, or a license holder who is a delegated supervisor of one or more license holders must complete the 6 hour TREC Broker Responsibility course as part of the 18 hours of CE.
- If TREC records do not reflect completion of CE requirements at the time the renewal application is submitted, you must pay a \$200 CE Deferral Fee, or renew on INACTIVE status. Payment of the CE Deferral Fee allows you to remain active for an additional 60 days from your expiration date to complete CE requirements. To receive the additional 60 days, the CE Deferral fee must be paid before the expiration date of your license.
- If your license expires, you will only be able to late renew on INACTIVE status.

To Renew INACTIVE

You may renew your license on inactive status without completing CE. You cannot engage in real estate brokerage activity with an inactive license.

Sales Agent Apprentice Education (SAE) Renewals (Active or Inactive)

- If you are renewing for the first time, active or inactive, you must have a total of 270 qualifying real estate course hours, 4 hours of TREC Legal Update I, and 4 hours of TREC Legal Update II posted to your license record prior to submitting your renewal.
- If you have been made a supervisor by your broker for six months or more, you need to take the 6-hour Broker Responsibility course to renew.
- Submit qualifying course completion documents to TREC at least 10 days before renewing your license.
- Qualifying credit will not be granted if you were previously given credit for a substantially similar qualifying course within a two year period.
- You may not defer SAE requirements. Your license will not be renewed until you complete the required education.

**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.



**Texas Real Estate Commission**  
**P.O. Box 12188**  
**Austin, Texas 78711-2188**

www.trec.texas.gov    512-936-3000

**RENEWAL OF INDIVIDUAL REAL ESTATE LICENSE -TIMELY OR EXPIRED LESS THAN SIX MONTHS**

FEES	RECEIPT NUMBER	SALES AGENT	BROKER (INDIVIDUAL)	MONEY TYPE
TIMELY RENEWAL		\$110.00	\$217.00	
EXPIRED 90 DAYS OR LESS		\$143.00	\$253.00	
EXPIRED MORE THAN 90 DAYS BUT LESS THAN 6 MONTHS		\$176.00	\$289.00	

App#	File#	Entity #	License #
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**DO NOT WRITE ABOVE THIS LINE**

**NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK**

1. Applicant's Full Name: (as it appears on license)				
Last	First	Middle		
2. TREC License Number _____		3. Expiration Date _____		
4. Renewal Type: <input type="checkbox"/> Timely <input type="checkbox"/> Expired less than six months				
5. License Type: <input type="checkbox"/> Sales Agent <input type="checkbox"/> Broker				
6. Applicant's Mailing Address and Contact Information: (Post Office Box may be used)				
_____				
Number, Street and Apt. No.				
_____				
City	State	Zip Code	Area Code	Phone Number
_____				
Email address				
7. I am applying for:				
(check one box only)		<input type="checkbox"/> Inactive Sales Agent	<input type="checkbox"/> Active Sales Agent License ( <i>Timely renewals only</i> )	
		<input type="checkbox"/> Inactive Broker	<input type="checkbox"/> Active Broker License ( <i>Timely renewals only</i> )	
8. <b><i>BROKERS RENEWING ACTIVE ONLY</i></b>				
Place of Business Address (Fixed Office): <b><i>THE PLACE OF BUSINESS ADDRESS MUST BE A FIXED STREET ADDRESS, NOT A P.O. BOX.</i></b>				
_____				
Number, Street and Apt. No.				
_____				
City	State	Zip Code	Area Code	Phone Number

Items 9-10 are required. A LICENSE WILL NOT ISSUE IF THE APPLICATION IS INCOMPLETE.

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? Yes  No

*If YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.*

## STATEMENT OF APPLICANT

10. 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 be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). 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.

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Signature of Applicant

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(a)(4).

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