



# Business Entity Renewal Form Information Sheet

**THIS FORM IS FOR THE TIMELY RENEWAL OF A BUSINESS ENTITY BROKER LICENSE OR FOR RENEWAL OF A BUSINESS ENTITY BROKER LICENSE THAT HAS BEEN EXPIRED LESS THAN SIX MONTHS.**

BREAK DOWN OF FEES	Business Entity Broker		
	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)
TREC renewal fee	72.00	108.00	144.00
Texas Online Fee	5.00	5.00	5.00
Real Estate Center at TX A&M	140.00	140.00	140.00
Paper Filing Fee	20.00	20.00	20.00

## 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. You can avoid the \$20 paper filing fee if you renew online at [www.trec.texas.gov](http://www.trec.texas.gov).
- 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.
- NOTE: Under State Law, TREC cannot renew your license if you have defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless you have entered into a repayment agreement with TG. Your renewal application will be rejected if we receive information from TG that you have defaulted on a student loan. **YOU MUST CONTACT TG BEFORE FILING THIS APPLICATION IF YOU HAVE DEFAULTED ON A STUDENT LOAN.** TG can be contacted at: P.O. Box 83100, Round Rock, TX 78683-3100 or 1-800-252-9743.

## Documents Required for Renewal

- A current Franchise Tax Account Status page (issued within 21 days prior to the date of this application) must be provided with each renewal as evidence of being qualified to transact business in Texas. This status page is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS in Austin.
- Proof that the designated broker owns at least 10% of the business entity. Documents need to show ownership percentages, such as:
  - Corporate Resolution or Corporate Meeting Minutes, signed by Directors or Shareholders
  - Articles of Organization/Incorporation
  - Schedule K-1, C, or G
  - Operating Agreement or Partnership Agreement
- If the designated broker does not own at least 10% of the business entity, proof that the entity currently maintains E&O insurance in the amount of \$1 million per occurrence. Use the Certificate of Insurance for a Business Entity form at [www.trec.texas.gov](http://www.trec.texas.gov).
- **Required documents must be provided at least 10 business days before the license expiration date. Failure to timely submit your renewal application and all supporting documentation may cause your entity license to expire and all sales agents sponsored by the entity will become inactive. Additional fees to reinstate each sponsored sales agent and late renewal fees will then apply.**

## 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 BUSINESS ENTITY BROKER LICENSE -TIMELY OR EXPIRED LESS THAN SIX MONTHS

FEES	RECEIPT NUMBER	BROKER (BUSINESS ENTITY)	MONEY TYPE	App#
TIMELY RENEWAL		\$237.00		File #
EXPIRED 90 DAYS OR LESS		\$273.00		Entity #
EXPIRED MORE THAN 90 DAYS BUT LESS THAN 6 MONTHS		\$309.00		License #

**DO NOT WRITE ABOVE THIS LINE**

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

1. Business Entity Name: (as it appears on license)

**A current Franchise Tax Account Status page must accompany the renewal application.**

A Franchise Tax Account Status page dated within 21 days prior to the date of the application must be provided with this renewal form as evidence that there is no delinquent tax owed the State under Chapter 171 Tax Code. This status page is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS.

2. TREC License Number \_\_\_\_\_

3. Expiration Date \_\_\_\_\_

4. Renewal Type: ☐ Timely ☐ Expired less than six months

5. Check one box only: ☐ Broker-Corporation ☐ Broker-Limited Liability Company ☐ Broker-Partnership

6. Mailing Address and Contact Information: (Post Office Box may be used)

Number, Street and Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

7. Check one box only: ☐ Inactive Broker ☐ Active Broker License

8. **ACTIVE RENEWALS ONLY**

Place of Business Address (Fixed Office): **THE PLACE OF BUSINESS ADDRESS MUST BE A FIXED STREET ADDRESS, NOT A P.O. BOX.**

Number, Street and Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

9. (a) Is the designated broker's license currently on probated revocation or suspension? Yes ☐ No ☐

(b) Has the designated broker served as the designated broker of any business entity that had its license revoked or suspended, including probated revocation or suspension, in the past two years? Yes ☐ No ☐

(c) Does the designated broker or another business entity for which the designated broker served as designated broker have any unpaid or past due monetary obligations to the Commission, including administrative penalties or recovery fund payments? Yes ☐ No ☐

**If the answer to (a), (b), or (c) is YES, the designated broker is not eligible to serve. Select another broker and submit the change using the Change of Designated Broker for a Business Entity Form.**

<p>10. (a) Are there any unpaid judgments pending against the business entity, its designated broker, or against another business entity for which the designated broker served as designated broker? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(b) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses held by the business entity or its designated broker? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>If the answer to (a) or (b) is YES, you must complete the applicable sections of the Background History Form located at <a href="http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf">http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf</a>.</b></p>
<p>11. (a) Has the business entity been convicted of a criminal offense that has not previously been reported to the Texas Real Estate Commission? (Include all felonies and misdemeanors other than minor traffic tickets) <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(b) Has the business entity had an instance of being placed on parole, probation, community supervision, or other deferred adjudication regardless of whether the case was dismissed or discharged that has not previously been reported to the Texas Real Estate Commission? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(c) Are there any criminal charges pending against the business entity or its designated broker that have not previously been reported to the Texas Real Estate Commission? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <a href="http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf">http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf</a>.</b></p>
<p>12. Is the designated broker currently in default on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>
<p>13. Does the designated broker own 10% or more of the business entity? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>If the answer is YES, please provide proof of ownership.</b></p> <p><b>If the answer is NO, submit TREC's Certificate of Insurance for Business Entity form.</b></p>

## CERTIFICATION OF BUSINESS ENTITY

14. 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 and that the designated broker is a corporate officer, an LLC manager, an LLC member with managing authority, or a general partner of the entity. 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 be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). 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.

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

\_\_\_\_\_  
Signature of the Designated Broker of the Entity

\_\_\_\_\_  
Typed or Printed Name of the Designated Broker 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(a)(4).

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