



# 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 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

- License holders must complete 18 hours of acceptable Continuing Education (CE) which must include 4 hours in Legal Update I, 4 hours in Legal Update II, and 10 hours in CE electives. 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 for 6 months or more during the current license term must complete 6 hours in the TREC Broker Responsibility course, 4 hours in Legal Update I, 4 hours in Legal Update II, and 4 hours in CE electives. A list of TREC approved CE providers can be found at the TREC website at [www.trec.texas.gov](http://www.trec.texas.gov).
- CE hours cannot be carried over from one renewal term to another.
- If TREC records do not reflect completion of CE requirements at the time the renewal application is submitted, the license holder must pay a \$200 CE Deferral Fee, or renew in INACTIVE status. Payment of the CE Deferral Fee allows the license holder to continue to be active in real estate activities, and allows an additional 60 days from the expiration date of the license to complete CE requirements. Failure to complete the required CE within 60 days of the previous expiration date of the license will result in the license being placed on INACTIVE status.
- Sales agents who submit a late renewal for must also submit Sales Agent Sponsorship Form-3.

If the license expires, all required CE hours must be completed and all applicable late renewal and education fees must be paid before the license can be renewed in ACTIVE status.

### For an INACTIVE renewal

A license holder may file a renewal application and renew a license in inactive status without submitting CE. A license holder cannot engage in real estate brokerage activity with an inactive license.

### Sales Agent Apprentice Education (SAE) Renewals (Active and Inactive)

A sales agent renewing for the first time must have a total of 270 qualifying real estate course hours, 4 hours of TREC's Legal Update I, and 4 hours of TREC's Legal Update II posted to their license records prior to submitting a renewal.

## 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: ☐ Timely ☐ Expired less than six months

5. License Type: ☐ Sales Agent ☐ 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: ☐ Inactive Sales Agent ☐ Active Sales Agent License  
(check one box only) ☐ Inactive Broker ☐ Active Broker License

8. **BROKERS RENEWING ACTIVE 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

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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