



## Sales Agent and Broker License Reinstatement Information Sheet

THIS FORM IS FOR THE REINSTATEMENT OF A SALES AGENT OR BROKER LICENSE BY AN INDIVIDUAL THAT HAS BEEN EXPIRED MORE THAN SIX MONTHS, BUT LESS THAN TWO YEARS

BREAK DOWN OF FEES	Sales Agent	Broker
TREC Application Fee	150.00	150.00
Real Estate Center at TX A&M	40.00	140.00

**ALL FEES 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.

### IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- **To reinstate a broker license on active or inactive status**, the applicant must have two years of active experience during the four years preceding the application filing date.
- The applicant must have fingerprints on file with the Department of Public Safety (DPS) for TREC in order to satisfy the statutory requirement for honesty, trustworthiness, and integrity. **Fingerprints on file for other agencies will not be accepted.** Additional information on fingerprinting requirements, including how to schedule an appointment, is available at [www.trec.gov](http://www.trec.gov).
- A sales agent license can only be reinstated in INACTIVE status.
- All requirements for a license must be met within one year of the application filing date, or the application terminates.

### BROKERS:

- To Reinstate ACTIVE: Required CE hours must be completed within the two year period preceding the application filing date. A list of TREC approved CE providers can be found at the TREC website at [www.trec.texas.gov](http://www.trec.texas.gov).
- To Reinstate INACTIVE: An broker may file a reinstatement application for an inactive license without submitting CE. A license holder cannot engage in real estate brokerage activity with an inactive license.

### SALES AGENTS:

- If you did not complete a total of 270 hours of qualifying education for your first renewal, you must complete the Sales Apprentice Education (SAE) requirements before submitting this form.
- To obtain an ACTIVE license after reinstatement, you must be sponsored by a Texas real estate broker holding an active license. You can complete a sponsorship request using our online services or by submitting a sponsorship form. DO NOT submit a sponsorship request until you have been issued an inactive license. **Applicants and inactive sales agents are not authorized to act as real estate agents.**

### 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

## REINSTATEMENT OF REAL ESTATE SALES AGENT LICENSE OR BROKER LICENSE BY INDIVIDUAL

FEE	RECEIPT NUMBER	AMOUNT SALES	AMOUNT BROKER	MONEY TYPE
License expired more than six months, but less than two years		\$190.00	\$290.00	

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:

\_\_\_\_\_  
Last First Middle

2. TREC License Number \_\_\_\_\_ 3. Expiration Date \_\_\_\_\_

4. License Type: ☐ Sales Agent ☐ Broker 5. BROKERS: I am applying for ☐ Inactive Broker License or ☐ Active Broker License

6. Date of Birth: \_\_\_\_\_ 7. Sex: (check one) ☐ M ☐ F 8. Ethnic Group: ☐ Black ☐ White ☐ Asian ☐ Hispanic  
Month Day Year ☐ Other (specify): \_\_\_\_\_ ☐ Decline to respond (default answer)

9. Applicant's Mailing Address and Contact Information: (Post Office Box may be used)

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

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

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

10. ACTIVE BROKERS ONLY: 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 Phone Number

11. Have you been licensed as a real estate sales agent or broker in a state **other than Texas** within the last five ☐ Yes ☐ No (5) years?  
**If the answer is YES, you must complete the applicable sections of the Background History Form located at <https://www.trec.texas.gov/forms/background-history-form>.**

12. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? ☐ Yes ☐ No  
(b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state? ☐ Yes ☐ No  
(c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold? ☐ Yes ☐ No  
**If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at <https://www.trec.texas.gov/forms/background-history-form>.**

13. Are there any unpaid judgments against you? <i>If the answer is YES, you must complete the applicable sections of the Background History Form located at <a href="https://www.trec.texas.gov/forms/background-history-form">https://www.trec.texas.gov/forms/background-history-form</a>.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.) (b) Have you ever been placed on parole, probation or community supervision (also known as deferred adjudication) regardless of whether the case was dismissed or you were discharged? (c) Are there any criminal charges pending against you? <i>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="https://www.trec.texas.gov/forms/background-history-form">https://www.trec.texas.gov/forms/background-history-form</a>.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Have you ever acted, or attempted to act, as a real estate broker or sales agent or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.) <i>If the answer is YES, you must complete the applicable sections of the Background History Form located at <a href="https://www.trec.texas.gov/forms/background-history-form">https://www.trec.texas.gov/forms/background-history-form</a>.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. <b>Assumed business name or DBA</b> (if any) [For Brokers Only]: <hr/> <hr/> <hr/> <hr/>	
17. List below all names (maiden, aliases, nicknames, etc.) by which you have been known. <hr/> <hr/> <hr/>	
18. Attach photocopies of transcripts or course completion certificates with this application to satisfy the education requirements. Retain the original documents for your personal files. The documents that are submitted with this application will not be returned to the applicant.	

### STATEMENT OF APPLICANT

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 disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. 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. I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

I CERTIFY THAT I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALES AGENT UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.

I CERTIFY THAT I 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 Applicant

**IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN ONE YEAR OF THE FILING DATE, THE APPLICATION EXPIRES.**