

RENEWAL LICENSE CHECKLIST

RE 216A (Rev. 7/20)

GENERAL INFORMATION

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| ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet. | RE 207 | Officer Renewal Application |
| | RE 208 | Broker Renewal Application |
| | RE 209 | Salesperson Renewal Application |
| ✓ Titles of forms referenced by number: | RE 214 | Salesperson Change Application |
| RE 203 Branch Office Application | RE 251 | Continuing Education Course Verification |
| RE 204 Broker Change Application | RE 909 | Credit Card Payment |
| RE 206 Exam & Licensing Fees | | |

SALESPERSON RENEWAL LICENSE

Required documents...

- RE 209 — Completed and signed by licensee and responsible broker (if appropriate).
- RE 251 — Completed and signed by licensee.
- License fee — Refer to RE 206 for current fees. **Do not send cash.**
 - Cashiers' check, check, or money order made payable to: Department of Real Estate
 - RE 909 — If paying by credit card.

BROKER OR OFFICER RENEWAL LICENSE

Required documents ...

- RE 207 or 208 — Completed and signed by licensee.
- RE 251 — Completed and signed by licensee.
- License fee — Refer to RE 206 for current fees. **Do not send cash.**
 - Cashiers' check, check, or money order made payable to: Department of Real Estate
 - RE 909 — If paying by credit card.