# Renewal License Checklist

**General Information**

- Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- Titles of forms referenced by number:
  - RE 203: Branch Office Application
  - RE 204: Broker Change Application
  - RE 206: Exam & Licensing Fees
  - RE 207: Officer Renewal Application
  - RE 208: Broker Renewal Application
  - RE 209: Salesperson Renewal Application
  - RE 214: Salesperson Change Application
  - RE 229: Avoid Potential Denial of Your License Application
  - RE 251: Continuing Education Course Verification
  - RE 909: Credit Card Payment

## Salesperson Renewal License

**Required documents...**

- RE 209 — Completed and signed by licensee and employing broker (if appropriate).
- RE 251 — Completed and signed by licensee.
- License fee — Refer to RE 206 for current fees.
  - 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.
  - Cashiers’ check, check, or money order made payable to: Department of Real Estate
  - RE 909 — If paying by credit card.