



RENEWAL LICENSE CHECKLIST

RE 216A (Rev. 7/07)

GENERAL INFORMATION

- ✓ Read License Renewal Information (RE 211A) carefully.
- ✓ 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 205 State Public Benefits Statement
 - RE 205A State Public Benefits Information
 - RE 205B State Public Benefits (Comprehensive List)
 - RE 206 Exam & Licensing Fees
 - RE 207 Officer Renewal Application
 - RE 208 Broker Renewal Application
 - RE 209 Salesperson Renewal Application
 - RE 211A License Renewal Information (for Salespersons & Individual Brokers)
 - RE 214 Salesperson Change 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 205* — Completed and signed by licensee.
- Documentation* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
 - * Not needed if *permanent* proof of legal presence has been previously submitted.
- 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 205* — Completed and signed by licensee.
- Documentation* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
 - * Not needed if *permanent* proof of legal presence has been previously submitted.
- 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.