



South Carolina Department of Labor, Licensing and Regulation

South Carolina Real Estate Commission

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11847 • Columbia • SC 29211-1847

Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427

www.llronline.com/POL/REC/



ACTIVE LICENSE RENEWAL

Renewal Instructions

- 1. Complete all information requested on this form, sign and date application. Incomplete applications will be returned.
2. Make any necessary corrections to your address, phone or e-mail.
3. Mail completed application with a payment made payable to LLR-Real Estate Commission, P.O. Box 11847, Columbia, SC 29211-1847. Applications must be postmarked by the Post Office on or before June 30, 2016.

IMPORTANT RENEWAL INFORMATION AND FEE SCHEDULE

ALL RENEWAL FEES ARE DUE BY JUNE 30, 2016. AFTER JUNE 30, 2016 THE LICENSE IS LAPSED.

License Number: _____

Name: _____

Address (Make any personal address changes here):

Phone: _____

E-Mail: _____

Table with 2 columns: Type of License & Fee (check one) and Fee. Rows include Broker-in-Charge (\$75), Property Manager-in-Charge (\$75), Broker (\$55), Property Manager (\$55), Sales (\$45), and Timeshare Salesperson (\$50). Includes a section for Late Renewal Fees from July to December 2016.

- Yes No Since you last renewed your license, has any professional disciplinary action been taken against you in any state since you have become licensed in South Carolina that has not been previously disclosed?
Yes No Since you last renewed your license, have you been convicted of or have pled guilty or nolo contendere to a felony or crime of moral turpitude...
Yes No Since you last renewed your license, has there been any change in the status of your lawful presence in the United States since initial licensure?

Do not RETURN this form until you have completed one of the options below.

You MUST check one of the options:

- I have completed the required number of Continuing Education hours to renew this license.
I have NOT met continuing education requirements. Please renew my license and place it on inactive status.

-OR-

I AM EXEMPT FROM CONTINUING EDUCATION (CE) BECAUSE:

- I have completed post-licensing courses or a broker course during this renewal period.
I have an exemption letter from the R.E. Commission confirming I am 65 and licensed for 25 or more years.
I am a non-resident and have satisfied the requirements of the jurisdiction of my residence.
I am an approved instructor and have requested in writing and received MCE credit for courses I have taught.
I am licensed as a property manager or timeshare salesperson.

I affirm the above information supplied is true.

Signature

Date

A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.

Failure to check one option and/or to affirm the information by signing the form will result in the form being returned to you. Forms mailed to the Commission after the deadline will be subject to late penalties. Forms must be postmarked no later than June 30 to avoid late fees.

South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency.