



**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](mailto:Contact.REC@llr.sc.gov) • Fax: 803-896-4427  
[www.llronline.com/POL/REC/](http://www.llronline.com/POL/REC/)



**MILITARY SERVICE - 2019 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 or Email completed application and military service orders to LLR-Real Estate Commission, P.O. Box 11847, Columbia, SC 29211-1847 or [Contact.REC@llr.sc.gov](mailto:Contact.REC@llr.sc.gov)

**IMPORTANT MILITARY SERVICE RENEWAL INFORMATION**

**The South Carolina Military Service Credentialing Act exempts licensees on active duty military service from the continuing education and fees during periods of service. Military Service Orders must be submitted with this form in order to notify the Commission of the claimed exemption and to renew your license. THIS RENEWAL FORM MUST STILL BE COMPLETED TO RENEW A LICENSE.**

**FOR LICENSES THAT EXPIRE ON JUNE 30, 2019, AFTER DECEMBER 31, 2019 THE UN-RENEWED LICENSE IS CANCELLED.**

**License Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Address (Make any personal address changes here):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of License Renewal:**

<input type="checkbox"/>	INACTIVE BROKER (2 YEAR LICENSE)
<input type="checkbox"/>	INACTIVE SALES (2 YEAR LICENSE)
<input type="checkbox"/>	INACTIVE PROPERTY MGR. ( 2 YEAR LICENSE)

<input type="checkbox"/>	ACTIVE BROKER (2 YEAR LICENSE)
<input type="checkbox"/>	ACTIVE SALES (2 YEAR LICENSE)
<input type="checkbox"/>	ACTIVE PROPERTY MANAGER (2 YEAR LICENSE)

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**After December 31, 2019 License is Cancelled**

**Do not RETURN** this form until you have completed each one of the questions below. Please include copies of military service orders with this form..

Yes  No  Since you last renewed your license (or applied for initial license), has any disciplinary action been taken against you by a professional licensing board or entity in any state that has not been previously disclosed? If Yes, please include a full written explanation.

Yes  No  Since you last renewed your license (or applied for initial license), have you been convicted of, pled guilty or nolo contendere to crime other than a minor traffic offense that has not been previously disclosed? If Yes, please include a full explanation and documentation.

Yes  No  Since you last renewed your license (or applied for initial license), has there been any change in the status of your lawful presence in the United States? (ie. naturalization; received a renewed permanent resident card)? If Yes, please include a full written explanation.

Failure to answer the above questions and/or to affirm the information by signing the form will result in the notice being returned to you. **Forms must be received or postmarked no later than December 31, 2019 to avoid license cancellation.**

**COPIES OF MILITARY SERVICE ORDERS MUST BE SUBMITTED WITH THIS RENEWAL FORM**

*South Carolina law requires the agency to 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. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.*

**I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina licensure..**

Signature \_\_\_\_\_

Date \_\_\_\_\_