



2024-2026 REINSTATEMENT APPLICATION

Reinstatement Instructions/Requirements:

- To pay your application fee, you must do one of the following:
 - Provide check or money order (no cash) made payable to LLR–Real Estate Commission. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.); or
 - Submit your reinstatement application via [Document Submission](#) and pay the reinstatement fee electronically.
- Licensees who fail to renew by June 30, 2024, are lapsed and may not engage in practice per S.C. Code Ann. [§§ 40-57-20, 40-57-110\(D\), 40-57-725, and 40-57-780](#). Licensees may reinstate their lapsed licenses until on or before June 30, 2026.
- Your reinstatement application must be postmarked or uploaded via [Document Submission](#) on or before June 30, 2026.
- If not reinstated on or before June 30, 2026, your license is canceled and you must reapply for licensure.**
- If you have had a legal name change since your initial licensure or since your last renewal, please attach an updated copy of your Photo ID and legal name change documentation with this renewal form (marriage certificate, divorce decree, or court documentation).
- If you are active-duty military, you are exempt from continuing education requirements and license fees during the period of service. Military renewals are to be submitted via [Document Submission](#).
- Continuing Education. Proof of meeting the required continuing education must be submitted with the reinstatement application. Commission office accepts the following as proof: Continuing education course completion certificates or CE Broker print off showing compliance.

Renewal fee plus pro-rated Reinstatement Fee (*pro-rated fee determined by postmarked/submitted date*)

License Type	Active License Renewal Fee	Inactive License Renewal Fee	Reinstate Fee (July 2024 – June 2026)
Broker-in-Charge (per office)	\$75	NA	\$15 per month (max total: \$435)
Broker	\$55	\$55	\$15 per month (max total: \$415)
Property Manager-in-Charge (per office)	\$75	NA	\$15 per month (max total \$435)
Property Manager	\$55	\$55	\$15 per month (max total \$415)
Associate	\$45	\$45	\$15 per month (max total \$405)

LICENSEE INFORMATION

Licensure Type (check one): ☐ Broker ☐ Broker-in-Charge ☐ Associate
☐ Property Manager ☐ Property Manager-in-Charge

Licensure Status (check one): ☐ Active ☐ Inactive

Name: _____ License No.: _____

Since you were licensed, have you legally changed your name? ☐ Yes ☐ No Prior Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

(If different than above)

Phone No.: _____ Email: _____

(Required)

For Broker, Property Manager, or Associate Only

*Per S.C. Code Ann. §§ 40-57-330(B) and 40-57-510(E), supervised licensees must be appropriately licensed under a broker-in-charge or property manager-in-charge to retain active licensure. **If this section is left blank, the license will be placed into Inactive status.***

Name of the Supervising Broker-in-Charge or Property Manager-in-Charge: _____

Company Name: _____ Office Code: _____

For Broker-in-Charge or Property Manager-in-Charge Only (Submit additional sheets if needed.)

Number of Offices Supervising: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

PERSONAL HISTORY QUESTIONS

Answer the following questions. A detailed written explanation is required to be provided on the Explanation Form along with supporting documentation for “Yes” answers.

1. Since you last renewed your license (or applied for your 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? ☐ Yes ☐ No

If yes, include corresponding board order along with the Explanation Form.

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

If yes, include corresponding court documents including the court disposition along with the Explanation Form.

3. Since you last renewed your license (or applied for your initial license), has there been any change in the status of your lawful presence in the United States? (e.g., naturalization; received a renewed permanent resident card) ☐ Yes ☐ No

If yes, please download and complete the [Verification of Lawful Presence](#).

CONTINUING EDUCATION (CE)

Licensees are required to submit their continuing education hours to CE Broker prior to renewing. You may activate your free CE Broker account using the following link: www.cebroke.com/sc/account/basic.

Have you completed the required number of continuing education hours for the current CE cycle (July 1, 2022 to June 30, 2024)? ☐ Yes ☐ No

Unless an exemption or exception applies, associate and broker licensees must have earned 10 hours total of continuing education, including mandatory/core courses, since you last renewed or reinstated your license. Per S.C. Code Ann. [§ 40-57-340\(B\)\(1\)\(d\)](#), if you have an experience-based partial continuing education waiver because you have a minimum of twenty-five years of licensure in South Carolina, you must still take mandatory/core course hours. Per S.C. Code Ann. [§ 40-57-340\(B\)\(2\)](#), a broker-in-charge with an experience-based partial continuing education waiver is required to take both the four-hour core course and the mandated four-hour broker-in-charge course.

If No, please check one of the following:

- ☐ I am reinstating as Inactive license status
- ☐ I am permanently exempt (you received a permanent exemption letter issued prior to January 1, 2017, or you are at least 65 years of age and have been licensed in South Carolina for at least 25 years).
- ☐ I am a non-resident and met the CE requirements of my jurisdiction of residence.
- ☐ I am an associate and completed a 30-hour Broker A or Broker B qualifying course since last renewal.
- ☐ I am an approved instructor and received MCE credit for courses I have taught.
- ☐ I am licensed as a property manager or active-duty military ([include orders](#)).

ATTESTATION

I HEREBY swear/affirm I have read all questions on this reinstatement 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 license.

Signature: _____ Date: _____

PRIVACY NOTICE

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.