



2022-2024 ACTIVE LICENSE RENEWAL APPLICATION

Renewal Instructions/Requirements:

- Complete all information requested, sign and date application. Incomplete applications will be returned.
- Renewal fee in the form of a check or money order only (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.)
- Your renewal must be postmarked on or before June 30, 2022, to avoid late fees. After December 31, 2022, the license is canceled.
- 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 documentation with this renewal form (Marriage Certificate, divorce decree, court documentation).
- **Fingerprint Background Checks will be required for 2022 Active Renewal (except Timeshare Salespersons).** Instructions were sent via email. Email us at Contact.REC@llr.sc.gov if you did not receive instructions.

Type of License and Fee (Check one only)	
Broker-in-Charge (2-year license)	\$75 per office
Property Manager-in-Charge (2-year license)	\$75 per office
Broker (2-year license)	\$55
Property Manager (2-year license)	\$55
Salesperson (2-year license)	\$45
Timeshare Salesperson (1-year registration)	\$50
Late Renewal Fee includes license renewal fee <i>plus</i> additional late fees as provided below:	
July 1-31, 2022 Applicable Late Fee	\$15
August 1-31, 2022 Applicable Late Fee	\$30
September 1-30, 2022 Applicable Late Fee	\$45
October 1-31, 2022 Applicable Late Fee	\$60
November 1-30, 2022 Applicable Late Fee	\$75
December 1-31, 2022 Applicable Late Fee	\$90
After December 31, 2022, license is canceled.	

LICENSEE INFORMATION

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)

PERSONAL HISTORY QUESTIONS

Answer the following questions. A detailed written explanation or updated documentation is required for "Yes" answers. **Do NOT** return this application until you have fully answered the questions below.

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
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
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? (i.e. naturalization; received a renewed permanent resident card) Yes No

CONTINUING EDUCATION (CE)

Do not submit any CE documentation to the Board's office. The Board will not maintain copies of your CE documentation. 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.cebroker.com/sc/account/basic.

Do NOT return this application until you have selected 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.

Sales and Broker licensees should have earned 10 hours total of continuing education, including mandatory/core classes, since you last renewed or reinstated your license. If you have a "partial experience exemption" letter granted after January 1st 2017, you must still take mandatory/core course hours.

I have **NOT** met Continuing Education requirements. Please renew my license and place it on Inactive Status.

-OR-

I AM EXEMPT FROM CE BECAUSE:

I am a salesperson and I have completed a 30 hour Broker A or Broker B qualifying course since last renewal.

I have a permanent exemption letter from the Commission confirming I am 65 and licensed for 25 or more years. *(Issued prior to January 1, 2017)*

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.

ATTESTATION

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: _____

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.