



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 September 30, 2020.
4. 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.

IMPORTANT RENEWAL INFORMATION AND FEE SCHEDULE

ALL RENEWAL FEES ARE DUE BY SEPTEMBER 30, 2020. AFTER MARCH 31, 2021 THE LICENSE IS CANCELLED.

License Number: _____

Name: _____

Address (Make any personal address changes here):

Phone: _____

E-Mail: _____

| Type of License & Fee (check one) ✓ | |
|--|------------------------|
| BROKER-in-CHARGE (2 YEAR) | \$75 per office |
| PROPERTY MANAGER-in-CHARGE (2 YEAR) | \$75 per office |
| BROKER (2 YEAR) | \$55 |
| PROPERTY MANAGER (2 YEAR) | \$55 |
| SALES (2 YEAR) | \$45 |
| TIMESHARE SALESPERSON (1 YEAR) | \$50 |
| Late Renewal Fee includes license renewal fee plus additional late fees as display below: | |
| Oct. 1-31, 2020 Applicable Late Fee | \$15 |
| Nov. 1-30, 2020 Applicable Late Fee | \$30 |
| Dec. 1-31, 2021 Applicable Late Fee | \$45 |
| Jan. 1-31, 2021 Applicable Late Fee | \$60 |
| Feb. 1-28, 2021 Applicable Late Fee | \$75 |
| Mar. 1-31, 2021 Applicable Late Fee | \$90 |
| After March 31, 2021 License is Cancelled | |

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.

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. *(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). (Do not send CE certificates – save for your records)*
- 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 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 R.E. Commission confirming I am 65 and licensed for 25 or more years. *(Issued prior to Jan. 1st, 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.

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 _____

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 September 30, 2020 to avoid late fees.**

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.