



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  
 llr.sc.gov/re

**INACTIVE 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 to avoid late fees.
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 INACTIVE RENEWAL INFORMATION AND FEE SCHEDULE**

**ALL RENEWAL FEES ARE DUE BY SEPTEMBER 30, 2020.**

**AFTER SEPTEMBER 30, 2020 THE LICENSE IS EXPIRED.**

**AFTER MARCH 31, 2021 THE LICENSE IS CANCELLED. PRE-LICENSING EDUCATION AND EXAMINATION WILL BE REQUIRED TO REQUALIFY.**

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

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

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

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

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

**Type of License & Fee (check one) ✓**

<input type="checkbox"/>	<b>INACTIVE SALESPERSON (2 YEAR LICENSE)</b>	<b>\$45</b>
<input type="checkbox"/>	<b>INACTIVE BROKER (2 YEAR LICENSE)</b>	<b>\$55</b>
<input type="checkbox"/>	<b>INACTIVE PROPERTY MGR. ( 2 YEAR LICENSE)</b>	<b>\$55</b>
<input type="checkbox"/>	<b>INACTIVE TIMESHARE ( 2 YEAR LICENSE)</b>	<b>\$50</b>

**Late Renewal Fees includes Inactive license fee plus additional late fees as display below:**

<input type="checkbox"/>	Oct. 1-31, 2020	Applicable Late Fee	<b>\$15</b>
<input type="checkbox"/>	Nov. 1-30, 2020	Applicable Late Fee	<b>\$30</b>
<input type="checkbox"/>	Dec. 1-31, 2020	Applicable Late Fee	<b>\$45</b>
<input type="checkbox"/>	Jan. 1-31, 2021	Applicable Late Fee	<b>\$60</b>
<input type="checkbox"/>	Feb. 1-28, 2021	Applicable Late Fee	<b>\$75</b>
<input type="checkbox"/>	Mar. 1-31, 2021	Applicable Late Fee	<b>\$90</b>
<b>After March 31, 2021 License is Cancelled</b>			

**Do not RETURN** this form until you have completed each one of the questions below.

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.

**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 answer the above questions and/or to affirm the information by signing the form will result in the notice being returned to you. Forms mailed back 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.*