



RENEWAL APPLICATION | REL-200

ONLINE RENEWAL OPTION

Instead of this renewal application form, you may renew online at www.krec.ks.gov up to 45 days prior to the renewal date and until the grace period for late renewal ends. Renewing online is faster and allows for payment by credit card or electronic check.

CONTINUING EDUCATION HOURS

All continuing education required for renewal must be on record with KREC in order to process your request. To verify continuing education, click on "CEU Verification" on the KREC website at www.krec.ks.gov.

- **Salesperson:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M). No education hours are required for the first renewal of a salesperson license that was issued less than 6 months ago.
- **Broker:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M) and a minimum of 3 hours from the "Required Broker Core" course (Code Prefix: MB).
 - **Please note:** CE taken prior to the issuance of a Kansas broker's license are non-transferrable and will not count toward renewal of the broker's license.

Non-Resident CE

Hours taken in your resident state are accepted as Kansas elective hours, provided the hours were taken during the current Kansas renewal period. Hours will not be waived for Kansas even if they are waived in your resident state. Copies of non-resident CE certificates may be sent in advance of or included with your renewal application.

- Salesperson: May receive elective credit for a maximum of 9 non-resident hours.
- Broker: May receive elective credit for a maximum of 6 non-resident hours.
 - **Please note:** CE taken prior to the issuance of a Kansas Broker's license cannot be used to meet the CE requirement for subsequent renewals.

Inactive Status

You may renew on inactive status without any CE hours. If your license is active and you wish to renew on inactive status, check the "Inactive Status" box on the application page.

- If the license has been inactive for two or more years, continuing education totaling 6 hours for each full year the license has been on inactive status must be completed prior to reactivation in addition to the regular 12 hours required for the immediate past renewal period.
- If the license has been inactive for five or more years, the licensure examination must be passed in addition to the continuing education requirements listed above, prior to reactivation.

FEES

Enclose a check or money order made payable to KREC in the amount of \$125.00 for a salesperson license or \$175.00 for a broker license. You may email or fax the renewal application on page 2 with your credit card/electronic check information on page 3 or follow up by phone with payment.

RECEIPT OF RENEWAL

Applications for renewal are considered "received" according to the following:

- In person – The date the renewal is hand-delivered to the Commission office. Public access is available by appointment only.
- By mail – The date the envelope containing the renewal is postmarked by the U.S. Postal Service.
- Email – krec@ks.gov The time-stamp on the email when a renewal is received in a Commission staff's email inbox.
- Fax – 785-296-1771 The time-stamp on the fax when a renewal is received by the Commission.

Insurance or return receipt request may help ensure timely submission. Don't wait until the last minute to send your renewal!

Warning: Licensees must cease performing activities that require a Kansas license if the current license expires.

LATE APPLICATION

If the renewal application is submitted after the renewal date (the last day of the month preceding the expiration date), a \$50 late fee is also required. An expired license may be reinstated and renewed within 6 months of expiration, upon submission of the renewal application and the appropriate fees. If your expired license was deactivated by the previous broker, you must also submit the Renewal Addendum (page 4).



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This is a fillable form

NAME (AS LICENSED)		LICENSE NUMBER	EMAIL
HOME ADDRESS			
CITY	STATE	ZIP	PHONE
PLEASE RENEW MY LICENSE ON: <input type="checkbox"/> INACTIVE STATUS <input type="checkbox"/> ACTIVE STATUS (COMPLETE RENEWAL ADDENDUM PAGE IF CHANGING FROM INACTIVE/EXPIRED STATUS TO ACTIVE)			

1. Since the issuance of your license or your last renewal, whichever is most recent, *except for disciplinary action against your license by KREC*, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?

Yes No If yes, indicate the name of the jurisdiction, discipline dates, and reasons on a separate page. Attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.

2. Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you (other than minor traffic violations)? This includes misdemeanors.

Yes No If yes AND case was not previously reported to KREC, attach the following: a copy of the complaint or citation, any order of conviction, sentencing or diversion agreement, any release from probation/parole/diversion and a letter explaining the circumstances that led to the charge or conviction.

INACTIVE OR EXPIRED LICENSES ONLY

3. Have you performed any activities that require a real estate license in Kansas since the expiration or deactivation of your license?

Yes No If yes, attach an explanation of your activities, including all listings, pending & closed transactions. Include the date of the listing and contract, names of the parties to the contact & the status of the transaction.

Salesperson Renewal Fee: \$125 Broker Renewal Fee: \$175 Late Fee (for any LATE renewal): \$50

LICENSEE CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.

SIGNATURE

DATE SIGNED

<p>COMMISSION USE ONLY</p> <p>Initials: _____</p> <p>Date: _____</p>
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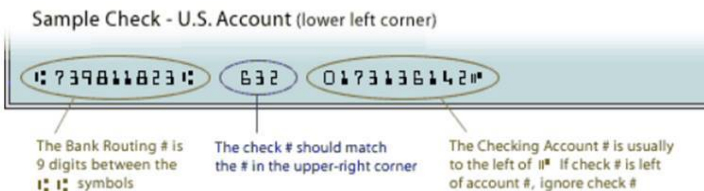
Salesperson two-year renewal fee: \$125
Broker two-year renewal fee: \$175
Late fee, if applicable: \$50
Reactivation fee, if applicable: \$15

Option 1: CREDIT CARD PAYMENT INFORMATION

Licensee Name:	Card Holder: (if different than licensee)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		

Option 2: ELECTRONIC CHECK PAYMENT INFORMATION

Account Holder Name:	Email Address: (optional for electronic receipt)	
Transaction Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check Number:
Account Number:	Routing Number:	



Note: These three sets of numbers may appear in a different order on your check.

Submit to the Kansas Real Estate Commission by:

Email: krec@ks.gov
Fax: 785-296-1771

After processing your payment, this document will be shredded.

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411



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ADDENDUM (ONLY FOR REACTIVATION OF INACTIVE OR EXPIRED-INACTIVE LICENSES)

Complete and attach this Addendum to the License Renewal Application for licenses that have been expired less than 6 months and were deactivated by previous broker OR inactive licenses requesting renewal on ACTIVE status.

FEES
\$15 Reactivation fee will apply; <i>this is in addition to the Renewal Fee and, if applicable, the Late Fee.</i>

COMPANY INFORMATION to be completed by the supervising or branch broker if the applicant is requesting renewal on ACTIVE status

COMPANY NAME		COMPANY NUMBER ASSIGNED BY KREC <small>(OMIT AND WRITE "NEW" IF NEW COMPANY)</small>	
ADDRESS		EMAIL	
CITY	STATE	ZIP	BROKER LICENSE NUMBER

INDICATE WHAT ROLE THE RENEWAL APPLICANT WILL HAVE WITH THIS COMPANY:

- SALESPERSON
 ASSOCIATE BROKER
 SUPERVISING BROKER
 BRANCH BROKER

If the renewal applicant is opening a new company or re-opening a closed company, also submit the Open Company/Branch Office Form (REC-430).

SUPERVISING/BRANCH BROKER CERTIFICATION

I accept responsibility for the actions of the above signed licensee and give consent for the licensee to be affiliated with my company.

SIGNATURE

DATE SIGNED