

RENEWAL APPLICATION | REL-200

ONLINE RENEWAL OPTION

YOU MAY RENEW ONLINE AT WWW.KREC.KS.GOV UP TO 45 DAYS PRIOR TO THE LICENSE EXPIRATION DATE AND UNTIL THE GRACE PERIOD FOR LATE RENEWAL ENDS. ONLINE RENEWAL IS PREFERRED AND WILL EXPEDITE THE PROCESS OF KEEPING YOUR LICENSE CURRENT.

CONTINUING EDUCATION HOURS

All continuing education required for renewal must be on record with the Commission to process your request. To verify education, login to your record at www.krec.ks.gov.

- **Salesperson AND Broker:** To renew on active status, 12 hours must be completed, including a minimum of three hours from the “Kansas Required Core” course (Code Prefix: M).
 - **Please note:** CE taken prior to the issuance of a Kansas broker’s license 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. You must submit an [Individual Request form RE-800](#) to have nonresident CE reviewed by the education department for credit.

- Licensees may receive elective credit for a maximum of nine non-resident hours.
 - **Please note:** CE taken prior to the issuance of a Kansas Broker’s license will not count toward renewal of the broker’s license.

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 renewal application.

- If the license has been inactive for two or more years, continuing education totaling six 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 exam must be passed in addition to the education requirements listed above, prior to reactivation.

FEES - \$125 salesperson | \$175 brokers

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 information.

LATE APPLICATION - \$100 late fee

If the renewal application is submitted after the expiration date, a \$100 late fee is required in addition to the renewal fee. An expired license must be renewed within six months of expiration. If your expired license was deactivated by the previous broker, you must also submit the Renewal Addendum (page 4) to renew on active status.



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This form is fillable

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 OR EXPIRED STATUS TO ACTIVE)			
<p>1. Are you the spouse of an active military service member who resides or plans to reside in Kansas due to the assigned military station of your spouse? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. 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? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, complete and attach the Licensee Reporting Form</p> <p>3. 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? This includes misdemeanors and felonies. <input type="checkbox"/> YES <input type="checkbox"/> NO If yes AND case was not previously reported to KREC, complete and attach the Criminal Offense Form</p>			
INACTIVE OR EXPIRED LICENSES ONLY			
<p>4. Have you performed any activities that require a real estate license in Kansas since the expiration or deactivation of your license? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach an explanation of your activities including all listings, pending and closed transactions. Include listing and contract dates, names of the parties to the contact and transaction status</p>			
<input type="checkbox"/> Salesperson Renewal Fee: \$125 <input type="checkbox"/> Broker Renewal Fee: \$175 <input type="checkbox"/> Late Fee (for any LATE renewal): \$100			

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

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Salesperson two-year renewal fee: \$125

Broker two-year renewal fee: \$175

Late fee, if applicable: \$100

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:	

Sample Check - U.S. Account (lower left corner)



The Bank Routing # is 9 digits between the ⑆ symbols
 The check # should match the # in the upper-right corner
 The Checking Account # is usually to the left of ⑆. If check # is left of account #, ignore check #

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

The commission does not store payment information; this document will be shredded immediately after processing.

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411 *after* emailing/faxing your documents.



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

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

FEES
<i>There is no fee for reactivation of an inactive license.</i>

COMPANY INFORMATION to be completed by the supervising or branch broker if 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 applicant is opening a new company or re-opening a closed company, include an Open Company/Branch Office Form (REC-430) and \$100 fee.

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