APPLICATION FOR RENEWAL OF IOWA REAL ESTATE LICENSE
Iowa Real Estate Commission
1920 SE Hulsizer Road, Ankeny, IA 50021
(515) 281-7393

COMPLETE STEPS 1-4 AND RETURN BY MAIL ONLY, OR RENEW ONLINE AT www.licensedInIowa.gov . Incomplete forms will be returned unprocessed.

Renewal Fee if postmarked by December 31, 2009:

CLEAR FORM

Salesperson:	**$125**
Broker	**$170**
Firm	**$170**
Branch	**$50**
Broker Branch	**$50**
Add. Broker Officer	**$50**
Tradename	**$50**

License Number:

License Type:
Tradename ☐ Salesperson ☐ Broker ☐
Firm ☐ Firm Branch ☐ Broker Branch ☐
Additional Broker Officer ☐

Status:
Active ☐ Inactive ☐
(If you are currently inactive you may not renew active.)

If postmarked January 1-30, 2010, include a $25 penalty (For Salespersons & Brokers only)
DO NOT MAIL AFTER JANUARY 30, 2010.

Name:

Home address (Not a P.O. Box) including city, state and zip.

Assigned to: (Firm name and license number)

STEP 1 - VERIFY BASIC INFORMATION

Since the date of your last renewal have you:

a. Been convicted of a criminal offense? Yes ☐ No ☐

b. Had a professional license revoked or been subject to disciplinary action by any state board or similar licensing body? Yes ☐ No ☐

c. Any board actions pending? Yes ☐ No ☐

If you answered "yes" to either of these questions please attach a complete explanation.

APPLICANT BIRTH MONTH _____

DAYTIME PHONE NUMBER _____

E-Mail _____

STEP 2 - INDICATE PAYMENT METHOD

☐ Check or money order enclosed, payable to State of Iowa

☐ Charge $_____ to my MasterCard ☐ Visa ☐ Discover ☐
(these are the only credit cards accepted)

CARD NUMBER:

__ __ __ __-__ __ __ __- __ __ __ __- __ __ __ __

EXPIRATION DATE: MO __ __ / YR __ __

_____
NAME ON CARD (please print)

X _____
SIGNATURE OF CARD HOLDER

CONTINUING EDUCATION REQUIREMENTS

A. RESIDENTS OF IOWA AND ALL STATES NOT LISTED IN COLUMN B AT RIGHT

First renewal for salespersons licensed before 1-1-09:

12 hours Buying Practices
12 hours Listing Practices
12 hours Developing Professionalism and Ethical Practices

Subsequent renewal for salespersons and all brokers:

8 hours Law Update
4 hours Ethics
24 hours Electives

Firms, trade names and branch licenses do not report continuing education.

B. RESIDENTS OF AL, AR, CO, GA, ID, LA, MN, MT, NE, ND, OK, SD, TN, AND WY

A person licensed to practice a profession in this state shall be deemed to have complied with the continuing education requirement of this state during the periods that the person is a resident of another state or district which has a mandatory continuing education requirement for the profession and meets all requirements of that state or district for practice therein.
I, _____ (print name) hereby certify that I hold a license to practice real estate in my state of residence, which is _____. My resident state has a mandatory continuing education requirement and I maintain the required number of hours to sustain a license in the aforementioned state.

_____ _____
Signature Date

INACTIVE STATUS: THE REGULAR RENEWAL FEE MUST BE PAID OR YOUR LICENSE EXPIRES. YOU ARE NOT REQUIRED TO REPORT CONTINUING EDUCATION OR HAVE CURRENT ERRORS AND OMISSIONS INSURANCE.

STEP 3 – REPORT CONTINUING EDUCATION

List below all classes completed between January 1, 2007 and December 31, 2009.
DO NOT attach course completion certificates.
Continuing education must be completed prior to submission of Application.

Mandatory Courses

Completed MM/DD/YY	School Name	Course Title	Course Number	Credit Hours
			Total Mandatory Hours Reported	

Elective Courses

Completed MM/DD/YY	School Name	Course Title	Course Number	Credit Hours
			Total Elective Hours Reported	

Was exam taken in lieu of continuing education? ☐ **Yes** ☐ **No** **(If yes, please include pass notices)**
Did you attempt to renew on line? ☐ **Yes** ☐ **No**
Do you also hold a Branch license? ☐ **Yes** ☐ **No**

STEP 4 - SIGN AND CERTIFY YOUR RENEWAL

I, _____ (print name) hereby certify the following:

It is my responsibility to maintain continuing education records that support all classes I reported above. In the event my renewal report is audited, I will supply said records to the Iowa Real Estate Commission.

Check one of the following:

I am renewing my license to an active status. I have the required errors and omissions insurance per Iowa Code Chapter 543B.47.

I am renewing my license to an inactive status. I am not required to maintain errors and omissions insurance per Iowa Code Chapter 543B.47.

I hereby affirm that all information I have supplied is true and correct.

_____ _____
Signature Date

PRINT