

MAILING ADDRESS:
TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188



OFFICE ADDRESS:
TEXAS REAL ESTATE COMMISSION
1101 Camino La Costa
Austin, Texas 78752
Telephone: (512) 459-6544 or
1-800-250-TREC (8732)

APPLICATION FOR LATE RENEWAL OF A SALESPERSON LICENSE

(PLEASE READ ALL INFORMATION CAREFULLY)

IF YOU WERE LICENSED AS A SALESPERSON DURING THE PRECEDING SIX YEARS, THE ATTACHED LATE RENEWAL FORM SHOULD BE USED TO REGAIN A LICENSE. IF YOUR LICENSE HAS BEEN EXPIRED FOR MORE THAN SIX YEARS, AN ORIGINAL APPLICATION MUST BE FILED.

There are three steps to obtaining an active Texas real estate salesperson license.

- (1) Determine whether you would be required to complete additional education to receive a license and, if required, submit course completion documents with your application. In some cases education providers file course completion reports directly with TREC.

A previously licensed salesperson who did not complete Salesperson Annual Education (SAE) requirements must complete those requirements to obtain an active or inactive license. Depending on the courses submitted with the original application, these additional courses may be required to be core courses or real estate related courses. If you are subject to this requirement, submit a copy of your transcript or course completion certificate. **KEEP THE ORIGINAL(S) FOR YOUR PERSONAL FILES. EDUCATIONAL DOCUMENTS ARE NOT PERMANENTLY RETAINED BY THE COMMISSION AND WILL NOT BE RETURNED.**

FOR ACTIVE LICENSES ONLY: A salesperson who did not complete applicable Mandatory Continuing Education (MCE) requirements in connection with the last renewal of the license and who was NOT subject to Salesperson Annual Education (SAE) requirements described above must complete fifteen (15) hours of MCE which must include a three hour legal update course and a three hour legal ethics course created for and approved by TREC to satisfy the six legal hours required by Occupations Code §1101.455.

MCE HOURS MUST BE COMPLETED WITHIN THE TWO YEAR PERIOD PRECEDING THE FILING OF THIS APPLICATION.

If the MCE has NOT been timely completed, you will be issued an INACTIVE license. You may return to active status after applicable MCE requirements have been completed and a Salesperson Sponsorship Form has been filed with TREC.

MCE course providers will submit to the Commission the documentation that you completed a course. The recording of course completion credit for a licensee may take up to fifteen (15) days after course completion. TREC recommends that you wait at least ten (10) days after the MCE course completion to file the application. You must submit course completion documentation to obtain MCE credit for core real estate courses, state bar courses or out of state courses. These may be mailed or faxed to (512) 465-3989.

NOTICE FOR APPLICANTS

FILING ON OR AFTER JANUARY 1, 2008

If your renewal is filed on or after January 1, 2008 you are required by law to have your fingerprints on file with the Department of Public Safety for TREC. Fingerprints on file for other agencies will not be accepted. Your license will issue once you meet all licensing requirements and TREC receives confirmation from DPS that your fingerprints are on file. These fingerprints will be valid for subsequent renewals. You must present a completed FAST Pass at the time of fingerprinting. For directions on how to download your FAST Pass and make an appointment to get your fingerprints taken go to <http://www.trec.state.tx.us/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. You must pay a license application fee AND a fingerprinting fee.

You must pass the examination and get fingerprinted within six months after the date the application is filed with TREC or your application will expire.

Check the TREC web site at www.trec.state.tx.us for updates on the fingerprinting requirement.

FILING ON OR AFTER JANUARY 1, 2009

Licensees who were fingerprinted for a prior renewal or application must pay an additional fee of \$19.25 for a follow-up background check required by law.

- (2) File an application for an inactive salesperson license, pass the examination, if required, get your fingerprints taken, and satisfy the statutory requirement for honesty, trustworthiness and integrity.

Filing Fee: THIS APPLICATION MUST BE FILED WITH ONE OF THE FOLLOWING FEE AMOUNTS:

(a) IF YOUR LICENSE HAS BEEN EXPIRED 90 DAYS OR LESS, THE LATE RENEWAL FEE IS:

- (1) **\$73**—If you are subject to SAE. The license issued from this application will be valid for **one year**, or
(2) **\$146**—If you are subject to MCE. The license issued from this this application will be valid for **two years**.

(b) IF YOUR LICENSE HAS BEEN EXPIRED MORE THAN 90 DAYS BUT LESS THAN SIX (6) YEARS FROM THE LICENSE EXPIRATION DATE, THE LATE RENEWAL FEE IS:

- (1) **\$90**—If you are subject to SAE. The license issued from this application will be valid for **one year**, or
(2) **\$180**—If you are subject to MCE. The license issued from this this application will be valid for **two years**.

IF YOU ARE SUBJECT TO THE FOLLOW-UP BACKGROUND CHECK FEE, ADD \$19.25.

SUBMIT ONLY ONE CHECK OR MONEY ORDER IN THE EXACT FEE AMOUNT (see fee schedule above) MADE PAYABLE TO THE TEXAS REAL ESTATE COMMISSION. THIS FEE IS NONREFUNDABLE.

EXAMINATION: If your license has been expired for more than two years, an examination is required. License examinations are administered by Psychological Services, Inc. (PSI), a national testing service. Once you are eligible to take the examination, you will receive notification that you may obtain a copy of the Candidate Information Brochure (CIB) to register for the exam. The CIB contains information about the examination, study materials and instructions for making a reservation with PSI to take the examination. A valid photograph ID (driver's license, etc.) is required for admission to a testing site. The examination must be passed within six months after the date the application is filed with TREC.

DEFAULTS ON STUDENT LOANS: If you have defaulted on a student loan with the Texas Guaranteed Student Loan Corporation (TG) and are not currently making payments under a repayment agreement, contact the Contact the Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100, Telephone: 1-800-252-9743, BEFORE filing an application. State law prohibits renewing a license after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. An application or renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan.

- (3) Arrange for a Texas real estate broker holding an active license to sponsor you as a salesperson. **Applicants and inactive salespersons are not authorized to act as real estate agents.**

While you are not required to have a sponsoring broker to file an application for a license, a sponsorship request form is included with the application materials. If you wish, you may file the sponsorship request along with the application. Once all licensing requirements have been satisfied, TREC will send an active salesperson license to the broker, and you may act for the broker on receipt of the license.

You may also file the application and arrange for sponsorship after TREC notifies you that you have been issued an inactive license. Once a broker holding an active license has mailed a request to TREC to act as your sponsor, you may begin to act for the broker as a salesperson.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) **With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
(2) **Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
(3) **Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**



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P.O. Box 12188
Austin, Texas 78711-2188
www.trec.state.tx.us

APPLICATION FOR:

LATE RENEWAL OF REAL ESTATE SALESPERSON LICENSE

FEE	REGISTER NUMBER	AMOUNT SAE	AMOUNT MCE	MONEY TYPE
If License has been expired 90 days or less		\$73.00	\$146.00	
If License has been expired more than 90 days		\$90.00	\$180.00	

License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

This application is for an **INACTIVE** salesperson license. Once an inactive license has been issued, you must obtain an active license under the sponsorship of a licensed broker to practice real estate brokerage.

1. Applicant's Full Name:

Last	First	Middle

2. License Number:

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3. License

Expiration Date:

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4. Applicant's Permanent Mailing Address and Contact Information: (Post Office Box may be used)

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Number, Street and Apt. No.

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City

State

Zip Code

Area Code

Phone Number

FAX Number:

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Area Code

Phone Number

E-mail Address

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5. Driver's License Number:

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State:

--	--

6. Date of Birth:

--	--

Month

--	--

Day

--	--	--

Year

7. Place of Birth:

--	--	--

City

State

8. Height:

--	--	--

Weight:

--	--	--

9. Sex:

F

M

(check one)

10. Ethnic Group:

Black

White

Hispanic

Asian

Other (specify):

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11. Have you been licensed as a real estate salesperson or broker in a state **other than Texas** within the last five (5) years?

If the answer is YES, submit a complete license history signed by the licensing agency of the state(s) in which you were licensed.

Yes No

This document is available on the TREC website at www.trec.state.tx.us

12. (a) Have you ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Have you ever had an application for a professional or occupational license disapproved or denied in this state or any other state?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses you hold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If the answer to (a), (b), or (c) is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.</i>	
13. Are there any unpaid judgments or any civil suits pending against you? <i>If the answer is YES, submit copies of all petitions and judgments and a written explanation.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. (a) Have you ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Have you ever been placed on probation or community supervision (also known as deferred adjudication)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Are there any criminal charges pending against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.</i>	
15. Have you ever acted, or attempted to act, as a real estate broker or salesperson or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.) <i>If the answer is YES, submit a written explanation.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

16. List below all names (maiden, aliases, nicknames, etc.) by which you have been known

17. Provide employment history since your license expired. Explain any periods of unemployment for more than thirty (30) days. If additional space is needed, attach a separate sheet of paper to complete your answer.

FROM		TO		Employer	Address	City, State	Phone#	Position
Month	Year	Month	Year					

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

FEE BREAKDOWN License has been expired 90 days or less

	SAE	MCE	
	\$2.00		Application Processing Fee as follows:
		\$4.00	Advisor Subscription (1 yr.)
		\$102.00	Advisor Subscription (2 yr.)
	\$51.00		TREC Application Fee
	\$20.00	\$40.00	Real Estate Center at Texas A&M University
TOTAL AMOUNT	\$73.00	\$146.00	

License has been expired more than 90 days

	SAE	MCE	
	\$2.00		Application Processing Fee as follows:
		\$4.00	Advisor Subscription (1 yr.)
		\$136.00	Advisor Subscription (2 yr.)
	\$68.00		TREC Application Fee
	\$20.00	\$40.00	Real Estate Center at Texas A&M University
TOTAL AMOUNT	\$90.00	\$180.00	

ALL FEES LISTED ABOVE ARE NONREFUNDABLE

ONLY FEES PERTAINING TO THIS APPLICATION SHOULD ACCOMPANY THE APPLICATION. **ALL REQUIRED FEES MUST BE SUBMITTED AT THE TIME OF FILING AN APPLICATION.** AN APPLICATION RECEIVED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. The fees should be submitted in the form of **ONE CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to the Texas Real Estate Commission.

NOTE

State law prohibits renewing a license after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. **YOU SHOULD CONTACT TG BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

**Texas Guaranteed Student Loan Corporation
P.O. Box 83100
Round Rock, TX 78683-3100
Telephone: 1-800-252-9743**

STATEMENT OF SALESPERSON APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I am a legal resident of Texas. I certify that I have examined this application and the answers given are true, correct and complete. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may become a public record. If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. **I WILL NOT PERFORM ANY ACT OF A REAL ESTATE SALESPERSON UNTIL AN ACTIVE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN MY SPONSORING BROKER'S POSSESSION.**

I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of this application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

Date Signed _____

Signature of Applicant _____

IMPORTANT INFORMATION
PLEASE READ THIS CAREFULLY

1. Only fees pertaining to THIS APPLICATION should accompany this application.

2. Please ensure the following:
 - a. all information is printed in ink or typewritten;
 - b. all requested information is provided;
 - c. all questions have been answered;
 - d. all required original signatures and dates of signing are in place, (**do not** use signature stamps);
 - e. all education requirements have been met; and
 - f. all fee(s) are enclosed.

**IF ALL REQUIREMENTS FOR A LICENSE
ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING
DATE, THE APPLICATION TERMINATES.**



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SALESPERSON SPONSORSHIP FORM

This form is to be used **ONLY** when applying for sponsorship for the **FIRST** time, or when filing a **LATE RENEWAL**.
NO FEE IS REQUIRED

Salesperson's Name: Last	First	Middle	License or ID Number
Salesperson's Permanent Mailing Address			Expiration date (MM/YYYY)
City	State	Zip Code	Social Security Number
Telephone Number			Salesperson's E-mail address

1. STATEMENT OF SALESPERSON: CHECK ONE BOX ONLY, SIGN AND DATE

A. SPONSORSHIP FOR SALESPERSON APPLICANT IN CONJUNCTION WITH AN ORIGINAL APPLICATION

- I have submitted a salesperson's original application and am applying for an active salesperson license to be issued from that application. I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent until after the broker has received my active real estate salesperson license certificate from TREC.
- I have been notified by TREC that I have an inactive salesperson license from an original application. I am applying for active status for this license. I wish to enter the sponsorship of the broker named below. I will not act as a real estate agent until after this sponsorship form has been sent to TREC by mail or faxed to 512-465-3913. I certify that I have not engaged in activity requiring a license at any time when my license was inactive.

Salesperson's Signature

Date

B. SALESPERSON FILING LATE RENEWAL APPLICATION

- I am applying for an active license in conjunction with a salesperson's late renewal application. I wish to enter the sponsorship of the broker named below. I understand that TREC will not issue a license until all MCE and fingerprinting requirements are met. I certify that I will not act as a salesperson until I have satisfied any applicable mandatory continuing education (MCE) requirements. I certify that I have not engaged in activity requiring a license at any time when my license was expired or inactive.

Salesperson's Signature

Date

2. STATEMENT OF SPONSORING BROKER

I CERTIFY THAT I HOLD AN ACTIVE Texas real estate broker license and agree to serve as a sponsor and to be responsible for the real estate brokerage activities of the above named person. If applicable, I will not permit the salesperson to practice as a real estate agent for me until the salesperson has satisfied all MCE and fingerprinting requirements. Please issue a new license reflecting a change of sponsorship.

Sponsoring Broker's Name (Individual/Corporation/LLC) as shown on license.

Sponsoring Broker's Business Address

City State

Zip Code

Sponsoring Broker's Phone

Sponsoring Broker's License Number

Expiration date (MM/YYYY)

Sponsoring Broker's Signature*

Date

*If Corporation: signature of Designated Officer is required. *If LLC: signature of Designated Manager is required.

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