

SALESPERSON RENEWAL APPLICATION

RE 209 (Rev. 11/13)

CalBRE USE ONLY

CalBRE RECEIVED DATE

CalBRE USE ONLY

NOTE — Read pages 3–4 (general instructions, renewal info., mailing address, etc.) before completing this application.

To AVOID PENALTY — Renew on or before current license expiration date.

1. LICENSE NUMBER

2. RENEWAL STATUS (check appropriate box)

☐ ON TIME

☐ LATE

CalBRE USE ONLY

RENEWAL FEE

ON TIME FEE

LATE FEE

CURRENT EXP. DATE

2-YR LATE RENEWAL ENDS

COMMENT

3. **LICENSE CHANGES** — CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY CALBRE. IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE.

☐ Change Personal Name ☐ Change Mailing Address ☐ Change Broker

4. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. IF **YES, COMPLETE ITEM 22**.....

☐ YES

☐ NO

5. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? IF **YES, COMPLETE ITEM 22**.....

☐ YES

☐ NO

6. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE OR FEDERAL LAW? IF **YES, COMPLETE ITEM 23**.....

☐ YES

☐ NO

7. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? IF **YES, COMPLETE ITEM 23**.....

☐ YES

☐ NO

8. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? IF **YES, COMPLETE ITEM 22**.....

☐ YES

☐ NO

9. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? IF **YES, COMPLETE ITEM 23**.....

☐ YES

☐ NO

10. WITHIN THE SIX-YEAR PERIOD PRIOR TO THE FILING OF THIS APPLICATION, HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLO CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? IF **YES, COMPLETE ITEM 22**.....

☐ YES

☐ NO

11. WITHIN THE SIX-YEAR PERIOD PRIOR TO YOUR FILING THIS RENEWAL APPLICATION, WAS A FINAL JUDGMENT(S) ENTERED AGAINST YOU IN A CIVIL ACTION BASED ON FRAUD, MISREPRESENTATION OR DECEIT AND PUNITIVE AND/OR EXEMPLARY DAMAGES WERE AWARDED AGAINST YOU AS PART OF THAT JUDGMENT(S)? IF **YES, COMPLETE ITEM 24**.....

☐ YES

☐ NO

12. ON THE RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED? IF **YES, COMPLETE ITEM 26-32. BROKER MUST SIGN AND COMPLETE BROKER INFORMATION ON PAGE 2**.....

☐ YES

☐ NO

13. DO YOU RESIDE IN CALIFORNIA? IF **NO, SUBMIT A RE 234 CONSENT TO SERVICE OF PROCESS**.....

☐ YES

☐ NO

14. NAME – LAST

FIRST

MIDDLE

15. NEW PERSONAL NAME (See page 3) – LAST

FIRST

MIDDLE

16. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

17. BIRTH DATE (MM/DD/YYYY)

18. BUSINESS TELEPHONE

()

19. RESIDENCE TELEPHONE

()

20. CELL PHONE NUMBER

()

21. EMAIL ADDRESS

CalBRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

VIOLATIONS

COMMENTS/FORM LETTERS

NOTE: Attach this sheet to renewal application before mailing/delivering to CalBRE.

SALESPERSON LICENSE NUMBER

CONVICTION DETAILS

"Convicted" as used in Item 4 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. All convictions within the six-year period prior to filing this application must be disclosed, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned. Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

22. DETAILED EXPLANATION OF ITEMS 4, 5, 8 AND 10. MUST SIGN #25.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) ** CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC- TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
22A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
22B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

23. DETAILED EXPLANATION OF ITEM 6, 7 AND/OR 9. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW.

23A. TYPE OF LICENSE	23B. LICENSE ID NO.	23C. LICENSE EXPIRATION DATE	23D. STATE
23E. ACTION (revoked, etc.)	23F. DATE OF ACTION	23G. DATE ACTION TERMINATED	23H. CODE SECTION VIOLATED

24. **ADDITIONAL INFORMATION:** Specify which lines you are referring to. Must sign #25.

Salesperson Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Bureau of Real Estate cannot refund the fees remitted with this application.

I understand that it is my obligation to notify the Bureau within 30 days in writing or by filing form RE 238 of any conviction, indictment or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Bureau may delay my renewal and toll the expiration date of my license pursuant to B&P Code Section 10177.

25. SIGNATURE OF SALESPERSON (MUST BE ORIGINAL SIGNATURE)

DATE

EMPLOYING BROKER INFORMATION

26. BROKER OR CORPORATION LICENSE NUMBER

27. BROKER OR CORPORATION NAME (PRINT AS IT APPEARS ON LICENSE CERTIFICATE; NO DBA'S.)

28. BUSINESS TELEPHONE NUMBER

()

29. RESIDENCE TELEPHONE NUMBER

()

30. BROKER OR CORPORATION MAIN OFFICE ADDRESS — STREET ADDRESS, CITY, ZIP CODE

Broker Certification

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation. I certify that this salesperson is employed by me and there is a written agreement on file in my office in compliance with Section 2726 of the Regulations of the Real Estate Commissioner (Refer to page 4).

31. SIGNATURE OF BROKER OR LICENSED OFFICER (MUST BE ORIGINAL SIGNATURE)

DATE

32. PRINTED NAME OF SIGNER ON LINE #31.

INSTRUCTIONS AND GENERAL INFORMATION

General Information

- **eLicensing** — Use **eLicensing** for expedited processing of your renewal. Renewal information is posted immediately on CalBRE's public information.

Licensees can perform the following transactions using the **eLicensing** system at **www.bre.ca.gov**:

- Broker and salesperson renewals
 - Duplicate license requests (broker, salesperson, officer and branch)
 - Salesperson additions/changes of employing broker
 - Broker discontinuation of salesperson employment
 - Mailing address changes
 - Broker main office address addition/changes
 - Automated fee payment and processing
- Type or print clearly in black or blue ink (*do not use red*).
- If you **will be** employed in real estate for which a license is required, complete lines 1–32.
- If you **will not** be employed in real estate for which a license is required, complete lines 1–25; leave 26–32 blank.
- Acronyms or form numbers used in the following instructions:
- | | |
|--------|--|
| B&P | Business & Professions Code |
| RE 205 | State Public Benefits Statement |
| RE 206 | Exam & Licensing Fees |
| RE 209 | Salesperson Renewal Application |
| RE 251 | Continuing Education Course Verification |
| RE 909 | Credit Card Payment |
- Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Change of Personal Name

Fill in full new name. Attach verification of name change (*i.e., legible copy of drivers license, marriage certificate, court order, etc.*). Sign this form with your new name.

On-Time Renewal

RE 209, 251, and appropriate fee must be submitted to CalBRE on or before expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the Business and Professions (B&P) Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Bureau.** Such notices sent by the Bureau will take effect five days after the date

they are mailed.

Late Renewal

All licensees holding an unconditional license (*not suspended*) are allowed two years beyond the license expiration date to renew on a late basis. RE 209, RE 251 and appropriate fee must be received by CalBRE within two years of the expiration date. ***While the license is expired no activities requiring a license may be performed.*** A late renewal will not be effective until all requirements have been met, received and processed by CalBRE. ***Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.*** Late renewal applications will be subject to all education and fee requirements effective at the time the license application is filed.

Conditionally suspended licensees are not eligible for late renewal privileges per Section 10154 of the B&P Code.

Continuing Education (CE)

Licensees must complete approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on the Continuing Education Course Verification Form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: Continuing education course credit expires four years from the course completion date.

Failure to submit evidence of having completed your required continuing education will result in your renewal being denied.

DO NOT submit CE course completion certificates.

Conditionally Suspended Licensees — In order to renew, salesperson licensees who hold a conditionally **suspended** license must submit transcripts showing completion of two specified college-level courses listed in Section 10153.4 B&P *as well as* RE 251 showing completion of the CE courses of ethics, agency, fair housing, and trust fund handling. For renewals effective on or after July 1, 2007, a course in risk management is also required. Refer to RE 251 for further information. ***Conditionally suspended licensees are not eligible for late renewal privileges per Section 10154 B&P. Therefore, all requirements must be met and submitted to the Bureau no later than the four year expiration date of the license.*** If all requirements are not submitted to the Bureau by that date you will be required to REQUALIFY through the examination process before again becoming licensed in real estate.

Exemption from continuing education — Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

Items to be Submitted

- **Salesperson Renewal Application (RE 209)**
- **Continuing Education Course Verification (RE 251)**
- **Proper fee**
- **If conditionally suspended, submit transcripts of two statutory college-level courses, as indicated above.**

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of a timely submittal.

Fees & Mailing Information

Fees — Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are non-refundable per B&P Code 10207.

Acceptable payment methods — cashiers' check, money order, check or credit card.

- Make check or money order payable to:
Bureau of Real Estate
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail to — Bureau of Real Estate
P.O. Box 137003
Sacramento, CA 95813-7003

Broker-Salesman Relationships Agreement

(Commissioner's Regulation 2726)

Note: *The Bureau of Real Estate does not provide contract or agreement forms required by the following regulation.*

"Every real estate broker shall have a written agreement with each of his salesmen, whether licensed as a salesman or as a broker under a broker-salesman arrangement. The agreement shall be dated and signed by the parties and shall cover material aspects of the relationship between the parties, including supervision of the licensed activities, duties and compensation.

Signed copies of the agreement shall be retained by the parties thereto for a period of three (3) years from the date of termination of the agreement. The agreement shall be available for inspection by the Commissioner or his designated representative on request."

Proof of Legal Presence

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Notice About SAFE Act

All CalBRE real estate licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Mortgage Licensing System & Registry (NMLS) and applicants must successfully complete the National and California State specific examinations, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV
1651 Exposition Blvd. Licensing, Examinations, & Education
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or

any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).



INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.bre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salespersons Who Qualified by Passing the Examination and Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salespersons Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Brokers (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*;
- A minimum of 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45

hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salesperson and Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management* **OR** one eight-hour survey course covering the five mandatory course subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Bureau.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Bureau of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Bureau unless specifically requested to do so.* (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)