

RENEWAL APPLICATION INSTRUCTIONS FOR DOWNLOADABLE RENEWAL FORM

LICENSE TYPE: REAL ESTATE BRANCH OFFICE

LICENSE STATUS: ACTIVE

Online renewal will be available to midnight 12/31/12 Hawaii Standard Time at <https://pvl.ehawaii.gov/renewals>. There are many benefits to renewing online: it's EASY, it's QUICK, and it's SECURE. Thus, we strongly recommend use of the online renewal system!! In addition, by renewing online, you will be able to confirm whether or not your license has been renewed within 3 business days by going to <http://pvl.ehawaii.gov/pvlsearch/app>. If your online renewal was successfully processed, your pocket ID card will be mailed out to you within approximately 7 business days.

HOWEVER, if you prefer to not renew online or you are not able to renew online, you may renew your license via this hardcopy application. (DO NOT RENEW ONLINE AND VIA HARDCOPY.) Processing of hardcopy renewals take approximately 2 to 3 weeks. Your pocket ID card will be mailed out approximately 7 business days AFTER the 2 - 3 week processing period. Please read the below as well as the document "INSTRUCTIONS - RENEWING YOUR REAL ESTATE LICENSE".

In order to renew via a hardcopy application that you download, please note the following:

1. Before downloading and submitting any renewal forms, please **ensure that you are eligible to renew at this time** by checking your license status at <http://pvl.ehawaii.gov/pvlsearch/app>. Your status should show as:

STATUS: VALID THRU EXPIRATION DATE, SUBJECT TO RENEWAL
2. If your status does NOT reflect the above but your license expiration date is 12/31/2012, please contact our office by calling (808) 586-3000 or emailing the board using the link on the board's webpage so we may review your records.
3. If you submit a renewal form and fees in error, you may need to wait up to 10 weeks after the close of the renewal period (12/31/2012) to obtain a refund.
4. If you are eligible for renewal at this time, you will be receiving a reminder postcard to renew or a renewal form. If the original address printed on the postcard or form is NOT the address you would like us to continue to use, please indicate the new address on the Real Estate Change Form which can be found under "Forms".
5. As there might be several renewal forms to choose from for the various categories of license types, please be sure to select the correct renewal form (correct license type). Use of an incorrect form will substantially delay the processing of your renewal, and extensions to the renewal deadline will not be given. **THIS IS THE RENEWAL FORM FOR REAL ESTATE BRANCH OFFICE (LICENSE TYPE "RBO") WHO ARE CURRENTLY ACTIVE STATUS.**
6. Print, complete, and submit only ONE form per license you are renewing. Please complete the form electronically using the fillable fields as much as possible. However, some of the required information may need to be filled out manually after you print the form.
7. BE SURE TO ENTER YOUR LICENSE TYPE AND/OR LICENSE NUMBER ACCURATELY WHEREVER IT IS REQUESTED. TYPE IN YOUR LICENSE TYPE (ALL CAPS) AND LICENSE NUMBER IN THE APPROPRIATE BOXES AT THE TOP SECTION AND THE BOTTOM OF THE APPLICATION FORM. DO NOT INPUT ANY ADDITIONAL SPACES OR CHARACTERS. **It is your responsibility to ensure that ALL required information such as your name, address, license number, changes/updates, responses to the three (3) questions, your signature and date have been completed on the form before you submit it to our office.**
8. Mail the form along with the appropriate fee made payable to "DCCA" to:

DCCA PVL - Renewal
PO Box 3469
HONOLULU HI 96801

OR

DCCA PVL - Renewal
335 MERCHANT ST 301
HONOLULU HI 96813

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RENEWAL APPLICATION - Web doc

DEPT. OF COMMERCE & CONSUMER AFFAIRS STATE OF HAWAII
 PROFESSIONAL & VOCATIONAL LICENSING DIVISION
 P.O. BOX 3469, HONOLULU, HI 96801

This form is for the renewal of your license for the next license period, JAN '13 - DEC '14 .
 Instructions & information are on the enclosed sheet. DO NOT USE THIS FORM AFTER DEC 31 '13 .

REAL ESTATE COMMISSION

REAL ESTATE BRANCH OFFICE

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LICENSEE'S NAME & ADDRESS OF RECORD:

LICENSE NO: RBO -

FILE NO: Not applicable

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By LICENSE EXPIRATION DATE DEC 31 12 ,
 a TOTAL of \$ 180.00 is due. <===== *** ON-TIME FEE ***

AFTER the LICENSE EXPIRATION DATE DEC 31 12 AND BEFORE DEC 31 13,
 a TOTAL of \$ 230.00 is due. <===== *** LATE FEE ***

Please make check or money order payable to: COMMERCE AND CONSUMER AFFAIRS (DO NOT MAKE MULTIPLE PAYMENTS)

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OTHER REQUIREMENTS or SPECIAL INSTRUCTIONS/INFORMATION:

INCOMPLETE APPLICATION WILL DELAY PROCESSING

TO BETTER ENSURE RECEIPT OF YOUR POCKET CARD BY 12/31/12,
 SUBMIT YOUR RENEWAL BY 11/30/12.

PLEASE REFER TO THE "INSTRUCTIONS - RENEWING YOUR
 REAL ESTATE LICENSE".

This material can be made available for individuals with special needs. Please
 call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Registration of branch offices is only required of branch offices located on an island
 different from the principal place of business. Branch offices located on the same
 island as the principal place of business are NOT REQUIRED to be registered with
 the Commission but continue to be the responsibility of the principal broker and
 brokers-in-charge.

Please note that if you wish to advertise the address of a branch office, the branch
 office MUST BE REGISTERED with the Commission. If the address of any
 unregistered place of business is included in advertising materials, the street
 address of the principal place of business or registered branch office, as the case
 may be, shall be included and respectively identified as such.

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TO BE COMPLETED BY LICENSEE (Check your answers and provide additional information where requested):

If you never had any disciplinary actions or convictions to report OR if you previously reported disciplinary actions or convictions to the Licensing
 Authority AND you had no disciplinary actions or convictions since that time, answer "No" to questions 1 and 3.

- 1) In the past 3 years has your license in this state or any other jurisdiction been formally disciplined by way of fine,
 suspension, restriction, or revocation? YES NO
- 2) Are there any disciplinary actions pending against you in this state or any other jurisdiction? YES NO
- 3) In the past 3 years have you been convicted of a crime in which the conviction has not been annulled or expunged?..... YES NO

EXPLAIN ANY "YES" RESPONSE ON A SEPARATE SHEET WITH DETAILED INFORMATION AND ATTACH SUPPORTING DOCUMENTS.

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**I understand that my license expires on the License Expiration Date shown on this form. I understand that if I fail to renew my license by
 the license expiration date I am unlicensed and shall not practice. I further understand that I may resume practice only after I have met all
 appropriate restoration requirements.**

**I certify that the statements contained in this application are true and correct. I understand that misrepresentation is grounds for board
 refusal to renew or subsequent suspension or revocation of license.**

SIGNATURE OF LICENSEE _____ DATE _____

HAVE YOU REMEMBERED TO:	FOR DCCA ACCOUNTING OFFICE ONLY	TOTAL (ON TIME): \$ 180.00	TOTAL (LATE): \$230.00
1) Attach payment.		REN.....570 50.00	REN.....570 ... 50.00
2) Answer questions.		CRF.....572 90.00	PEN.....578 ... 50.00
3) Sign and date application.		EF.....905 40.00	CRF.....572 ... 90.00
4) If applicable, include required documents.			EF.....905 40.00

LICENSE TYPE: **RBO**

LICENSE NO.:

RBO - ACTIVE

CHANGE FORM - REAL ESTATE

Access this form via website at: www.hawaii.gov/hirec

Form is 2 pages. Signature(s) REQUIRED on page 2!

Submit **ORIGINALS** only - FAX and PHOTOCOPIES will not be accepted.

Use fillable feature or a typewriter. (BLACK INK ONLY). READ instructions carefully.

Mail to: REAL ESTATE COMMISSION
 DCCA, PVL Licensing Branch
 P.O. Box 3469
 Honolulu, HI 96801

SECTION A.

Legal Name of Individual:	or Deliver to: 335 Merchant St., Room 301 Honolulu, HI 96813	
License Name (Individual's First, Middle, LAST, or Entity)	License Number RB-	Other Registrations CMA-
Residence Location Address, if individual or sole proprietor: (NO P.O. BOX)	RS-	CHO-
Business Address only if entity: (NO P.O. BOX)	Phone Number (days)	
Mailing Address:		

INDICATE CHANGE BEING REPORTED BELOW: NO changes will be recorded unless:

- appropriate box(es) is/are checked
 - required signatures are on page 2
 - checks are made payable to "Commerce and Consumer Affairs"
- (Note: a \$25 service charge will be assessed for payments that are dishonored for any reason, and the requested change will not be processed. If no fee is indicated, there is no fee for that change.)

The effective date of a change will be as indicated on the form. You must submit changes within 10 days of the change as required by Rule 16-99-5. Failure to comply may result in disciplinary action.

Change RESIDENCE LOCATION ADDRESS to address above. Sign and date page 2 in Section B.

Change MAILING ADDRESS. Complete "Mailing Address" above. Sign and date page 2 in Section B.

Change BUSINESS ADDRESS of principal place of business or branch office. Sign and date page 2 in Section B to certify that the new business address is in compliance with Chapter 467, HRS, and Chapter 99, HAR. **Fee: \$10**

Is this a home occupation office: YES NO

New business address:

Phone Number:

Change, Add or Delete TRADE NAME (entity only, includes sole proprietor). Submit a copy of the "Application for Registration of Trade Name" that has been **filed-stamped** by the Business Registration Division, Commerce and Consumer Affairs. Sign and date page 2 in Section B. **Fee: \$10**

From: _____

To: _____

Delete: _____

Change legal NAME OF ENTITY or INDIVIDUAL. Attach old wall certificate and copy of legal document showing name change (Entity: **File-stamped** copy of "Certificate of Amendment" filed with the Business Registration Division, Commerce & Consumer Affairs and an entity resolution. Individual: Marriage certificate, divorce decree, etc.). Sign and date page 2 in Section B. **Fee: \$10**

Change to: _____

Request DUPLICATE LICENSE. Indicate type below. **Fee: \$10** for each license or certificate. Sign and date page 2 in Section B.

Pocket License

Wall Certificate

Change LICENSE NAME of individual. Sign and date page 2 in Section B. **Fee: \$10**

Change to: _____

SURRENDER of License (individual, entity, or branch office): Complete Section A above. A licensee who has no pending complaints, investigations, disciplinary petitions filed against the licensee or disciplinary hearings may surrender the license. Attach wall certificate and pocket license. If the pocket ID card and/or wall certificate are not available, please provide a written explanation as to why they cannot be provided. Once license is surrendered, the person who desires to engage in real estate activity in the future must meet all requirements as a new applicant. Sign and date page 2 in Section B.

Place license INACTIVE. Complete Section A above. Releasing principal broker or broker in charge must complete Section C on page 2 and the signature of licensee who is going inactive is required in Section B. If unable to obtain signature of licensee who is going inactive, Rule 16-99-5.1(c) requires the releasing broker to provide the licensee written notification. NOTE: If the licensee is unable to obtain releasing broker's signature, please review the memorandum "Procedures for Difficulties with Releasing Broker on the Change Form or Experience Statement by Broker" on the Real Estate Branch website.

REACTIVATE License:

- Salesperson/Broker-Salesperson: Licensee reactivating is to complete Section A on page 1 and sign and date Section B below. New principal broker or broker in charge must complete Section D below. A licensee who has been inactive for one or more renewal periods, shall first satisfy the prescribed continuing education (CE) hours of the immediate prior renewal period. The commission shall credit the licensee with CE hours for any certified CE core or elective courses completed during the immediate prior renewal period. Attach original CE certificates. You may obtain original certificates at <https://pvl.hawaii.gov/rece>. If you are a new salesperson or broker licensed within the current biennium, CEs are not required. **Fee: \$25.**
- Entity: Input name of entity on page 1 in Section A. Principal broker's signature is required in Section B below. Attach a current "Certificate of Good Standing" obtained from the Business Registration Division of the Department of Commerce and Consumer Affairs, entity resolution (sample available at www.hawaii.gov/hirec), and separate change form for the new principal broker and broker in charge(s) (if applicable), and all associating salespersons and broker-salespersons. If using a trade name, attach a **file-stamped** copy of current trade name registration approved by the Business Registration Division. **Fee: \$75.**
- Branch Office: Input name of entity on page 1 in Section A. Principal broker's signature is required in Section B below. Each branch office shall have at least one (1) broker in charge. If the principal broker has not already designated a broker in charge, submit another change form to register a broker in charge for the brokerage firm. **Fee: \$75.**
- Sole Proprietor: Complete "Application for License: Real Estate Sole Proprietor" and follow the instructions on that form.

Change BROKER: Mark this box if you are immediately changing to a different broker. You must complete Section A on page 1 and sign and date Section B below. If you are currently affiliated with a broker, your former broker must complete Section C below. Your new principal broker or broker in charge must complete Section D below.

Change to SOLE PROPRIETOR: You must complete Section A on page 1 and Section D below. If you are currently affiliated with a broker, the releasing broker must complete Section C below. (If you are on inactive status, see REACTIVATE License above.) If you will be using a trade name, attach a **file-stamped** copy of current trade name registration approved by the Business Registration Division of the Department of Commerce and Consumer Affairs. **Fee: \$40.**

Change PRINCIPAL BROKER ("PB"): Check this box if the entity is changing its principal broker. This transaction requires 3 change forms: 1 from entity, 1 from new principal broker, and 1 from former principal broker. Only one (1) **Fee of \$10** is required for this transaction. **SUBMIT ALL 3 COMPLETED CHANGE FORMS TOGETHER.**

--Corporate/Partnership/LLC/LLP: Input name of the entity in Section A on page 1. The former PB must complete Section C below. The new PB must complete Section D below. Attach an entity resolution. Sample of an entity resolution is available at www.hawaii.gov/hirec. **AND ON A SEPARATE CHANGE FORM...**

--New Principal Broker: Input name of the new PB in Section A on page 1 and have him/her complete Section D below. If previously affiliated with a brokerage firm, have your former PB complete Section C below. **AND ON A SEPARATE CHANGE FORM...**

--Former Principal Broker: Input name of the former PB in Section A on page 1. If the former PB is going to another firm, mark the "Change Broker" box and complete Section C below. Have the new PB or broker in charge complete Section D below. If going inactive, follow instructions to place license inactive. If this change form is not received, licensee will automatically be changed to broker-salesperson status with the same company.

Change to Add or Release BROKER-IN-CHARGE ("BIC"):

--Add New broker in charge: Input BIC's name in Section A on page 1 and sign and date Section B below. If previously affiliated with another brokerage firm, have your former PB complete Section C below and your new PB complete Section D below. If you're a broker-salesperson currently affiliated with a brokerage firm, also mark the "Change from broker-salesperson to broker in charge" box below and have your PB complete Sections C and D below. If inactive, also mark the "Reactivate" box and follow the instructions to reactivate license. **Fee: \$10.**

--Release Former broker in charge: Input former BIC's name in Section A on page 1 and sign and date Section B below. If BIC is going to another firm, mark the "Change Broker" box and have the former PB complete Section C below. Have your new PB complete Section D below. If you're changing to a broker-salesperson within the brokerage firm, also mark the "Change from broker in charge to broker-salesperson" box below and have your PB complete Sections C and D below. If going inactive, follow instructions to place license inactive.

Change from broker-salesperson to broker in charge.

Change from broker in charge to broker-salesperson.

Appointing a TEMPORARY Principal Broker or Broker In Charge: Input the name of the entity on page 1 in Section A. Submit notification BEFORE the start of the period covered. A principal broker or broker in charge who will be absent from the principal place of business for more than 30 calendar days (and no other broker in charge is registered with the principal place of business) must designate a temporary principal broker or temporary broker in charge. A temporary appointment may be made for up to 6 months, with an extension of 6 months subject to Commission approval. In case of death or prolonged illness, submit doctor's statement documenting illness or death certificate, whichever is appropriate.

Temporary Assignment. Complete period covered (month/year):

FROM _____ TO _____

Appointing broker to complete Section C below; Temporary broker accepting assignment to complete Section D below.

SECTION B.

SIGNATURE OF LICENSEE _____ **DATE** _____

SECTION C.

DATE RELEASED
(if applicable)

License No. of Broker

RB - _____

SIGNATURE of Broker (Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office). Please **print** your name after your signature.

License No. of Entity

RB - _____

NAME & FULL BUSINESS ADDRESS of Releasing Entity or Branch Office (Number, Street, Suite No., City, State and Zip Code)

SECTION D.

DATE HIRED
(if applicable)

License No. of Broker

RB - _____

SIGNATURE of Broker (Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office). Please **print** your name after your signature.

License No. of Entity

RB - _____

NAME & FULL BUSINESS ADDRESS of Hiring Entity or Branch Office (Number, Street, Suite No., City, State and Zip Code)