

INSTRUCTIONS - RENEWING YOUR REAL ESTATE LICENSE

The renewal application form is for the renewal of your real estate license for the 2013-2014 license period. **ALL REAL ESTATE LICENSEES, WHETHER ON ACTIVE OR INACTIVE STATUS, MUST RENEW THEIR LICENSES BY NOVEMBER 30, 2012 TO ENSURE A SUCCESSFUL RENEWAL BEFORE THE LICENSE EXPIRATION DATE OF DECEMBER 31, 2012, REGARDLESS OF THE DATE OF INITIAL LICENSING. LICENSES THAT ARE NOT SUCCESSFULLY RENEWED WILL BE AUTOMATICALLY FORFEITED AS OF JANUARY 1, 2013.** A forfeited licensee is unlicensed without authorization to engage in real estate activity.

Review these entire instructions before completing the application form.

ALL LICENSEES

Instructions in this section apply to all real estate licensees. If you are a principal broker, broker in charge, or sole proprietor, you have additional renewal requirements. Refer to the additional information in the sections on page 2.

Real estate licenses may be renewed on-line at: pvl.hawaii.gov/renewals.

1. Review the license information we have on file at: pvl.hawaii.gov/pvlsearch/app. If any corrections are necessary, **DO NOT** report changes on the application form. Changes on the application form will not be accepted (except address changes for RS licensees) and **will delay processing**. Use a "Change Form" to report changes. You may retrieve the "Change Form" from the Commission's website at: <http://www.hawaii.gov/hirec>.
2. Complete the correct form for your license type and status (active/inactive). Answer the questions in the "TO BE COMPLETED BY LICENSEE" section. Explain any "YES" responses on a separate sheet, submit pertinent documents and attach them to the application. Application with "YES" responses may require additional processing time.
3. Sign and date the application.
4. Attach a check payable to COMMERCE & CONSUMER AFFAIRS in the amount identified in the "FEES" section. Write the license number of the accompanying renewal application on the check. **Submit one check for each renewal application.** Do not mail cash.

NOTE: One of the numerous legal requirements that you must meet in order to renew your license is the payment of fees as set forth on the renewal application. You may be sent a license certificate before the check you sent us for your required fees clears your financial institution. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid. You **MAY NOT** do business under that license. A \$25.00 service fee will be charged for checks which are returned by the financial institution.

If your check is returned unpaid, you might not be notified until eight (8) weeks after the check was returned. Your license will be forfeited (unlicensed) effective January 1, 2013.

5. MANDATORY CONTINUING EDUCATION

RENEWING ON ACTIVE STATUS: The law requires ALL individuals who want to renew their license on ACTIVE status to complete 20 hours of approved continuing education courses. Licensees are required to take at least the **mandatory core courses Part I and Part II**. **DO NOT SUBMIT CONTINUING EDUCATION CERTIFICATES WITH YOUR APPLICATION.** Continuing education providers will submit completion information directly to the Real Estate Commission. Retain certificates for your records.

RENEWING ON INACTIVE STATUS: If you renew your license without satisfying the 20 hour continuing education requirement, your license will be automatically renewed on INACTIVE status **WITHOUT FURTHER NOTICE**. When you do change to active status, you will be required to submit your ORIGINAL continuing education certificates with a completed "Change Form" and pay a \$25.00 fee. The certificates will not be returned to you.

NEW SALESPERSON IN 2012. If you were issued a new salesperson license in calendar year 2012 and renew your license by the renewal application deadline, you will be deemed to have completed equivalent to the continuing education requirement and will not have to complete the continuing education requirement for this license renewal.

6. Mail the complete application, together with any attachments, and the proper fees to:

LICENSE RENEWAL (12/12)
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

OR

Deliver to:
DCCA, PVL Licensing Branch
335 Merchant Street, Room 301
Honolulu, HI 96813

PRINCIPAL BROKER (PB) AND BROKER IN CHARGE (BIC)

Instructions in this section apply to principal brokers (PB) and brokers in charge (BIC).

1. In addition to the instructions for "ALL LICENSEES", be aware that other licensees depend on your license AND the brokerage firm's (corporation, partnership, LLC, or LLP) license being renewed early, prior to associating licensees. To avoid problems with fee payments, it is highly recommended that you pay your renewal fee and that of the brokerage firm by cashier's check, certified check, or money order.
2. You are responsible for two (2) renewal applications, your own individual license and the brokerage firm's license. Be sure to renew BOTH licenses simultaneously. Attach one (1) check to each application. **DO NOT SUBMIT ONE (1) CHECK TO PAY FOR MORE THAN ONE (1) RENEWAL APPLICATION.** Doing so will delay processing for all applications.
3. To re-register a branch office, a broker in charge's license must also be successfully renewed in addition to the principal broker's license and the brokerage firm's license.
4. If you are submitting renewal applications for associating licensees, attach one (1) check to each application. **DO NOT SUBMIT ONE (1) CHECK TO PAY FOR MORE THAN ONE (1) RENEWAL APPLICATION.** Doing so will delay processing for all applications.

SOLE PROPRIETORS

Instructions in this section apply to Sole Proprietors.

Refer to the other relevant instructions under the headings "ALL LICENSEES" and "PRINCIPAL BROKER AND BROKER IN CHARGE".

COMPLETE APPLICATION - DEFINED

A complete application includes:

1. Answering all the questions on the application. Submitting a separate sheet explaining "YES" responses and pertinent documents.
2. Signing and dating the application.
3. Paying the correct fees. Submitting one (1) check for each application. **DO NOT SUBMIT ONE CHECK TO RENEW MORE THAN ONE LICENSE.**

INCOMPLETE applications delay processing for all applicants. Notice may be given only after all complete applications are processed.

RE-ACTIVATING OR RESTORING A FORFEITED LICENSE

If your license is renewed on INACTIVE status, and you wish to change to active status, or if for any reason your license is forfeited on January 1, 2013 (whether you voluntarily did not renew on time, you forgot to renew, your check was returned by the financial institution, etc.) and you wish to restore your license, the table below lists documents and fees which must be submitted to the Licensing Branch. If your license was forfeited before or on January 1, 2013, or if you apply for restoration after December 31, 2013, you must submit a Restoration Application (call 808-586-3000 to obtain an application) and follow the instructions that accompany that application.

RE-ACTIVATING				
Individual Brokers, Salespersons	Principal Brokers, Brokers in Charge	Entities (Corporation, Partnership, LLC, or LLP)	Sole Proprietors	Branch Office
<ul style="list-style-type: none"> Change Form (signed by Principal Broker or Broker in Charge) \$25 fee 	<ul style="list-style-type: none"> Change Form \$25 fee 	<ul style="list-style-type: none"> Change Form for entity with \$75 fee Change Form for principal broker with \$25 fee Change Form for ALL associating licensees with \$25 fee for each Change Form 	<ul style="list-style-type: none"> Application for sole proprietor \$40 fee Change Form for ALL associating licensees with \$25 fee for each Change Form 	<ul style="list-style-type: none"> Change Form for branch office with \$75 fee Change Form to register a broker in charge if the principal broker has not already designated a broker in charge
<ul style="list-style-type: none"> Original Continuing Education Certificates 	<ul style="list-style-type: none"> Original Continuing Education Certificates 		<ul style="list-style-type: none"> Original Continuing Education Certificates 	
		<ul style="list-style-type: none"> Trade name document (if using a trade name) from Business Registration Division 586-2727 	<ul style="list-style-type: none"> Trade name document (if using a trade name) from Business Registration Division 586-2727 	
		<ul style="list-style-type: none"> Certificate of Good Standing from Business Registration Division 		
		<ul style="list-style-type: none"> Entity Resolution appointing principal broker 		
RESTORING BETWEEN JANUARY 1 AND DECEMBER 31, 2013				
<ul style="list-style-type: none"> Renewal Application Renewal fees \$50 penalty fee Original continuing education certificates Change Form if restoring on active status 	<ul style="list-style-type: none"> Renewal Application Renewal fees \$50 penalty fee Original continuing education certificates Change Form if restoring on active status 	<ul style="list-style-type: none"> Renewal Application Renewal fees \$100 penalty fee Change Form for principal broker Change Form for ALL associating licensees Trade name document (if using a trade name) Certificate of Good Standing Entity Resolution appointing principal broker 	<ul style="list-style-type: none"> Renewal Application Renewal fees \$80 penalty fee Original continuing education certificates Trade name document (if using a trade name) Change Form for ALL associating licensees 	

The "Change Form" and "Application for License: Real Estate Sole Proprietor" may be retrieved from the Commission's website at: <http://www.hawaii.gov/hirec>.

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