

RENEWAL APPLICATION INSTRUCTIONS FOR DOWNLOADABLE RENEWAL FORM

LICENSE TYPE: REAL ESTATE BRANCH OFFICE

LICENSE STATUS: INACTIVE

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 INACTIVE 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:

INACTIVE STATUS

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 - INACTIVE