



## Kansas Real Estate Commission

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

## RENEWAL APPLICATION | REL-200

### ONLINE RENEWAL OPTION

Instead of this renewal application form, you may renew online at [www.krec.ks.gov](http://www.krec.ks.gov) up to 45 days prior to the renewal date and until the license expiration date. Renewing online is faster and allows for payment by credit card or electronic check.

### CONTINUING EDUCATION HOURS

All continuing education required for renewal must be on record with KREC in order to process your request. To verify continuing education, click on "CEU Verification" on the KREC website at [www.krec.ks.gov](http://www.krec.ks.gov).

- **Salesperson:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M). No education hours are required for the first renewal of a salesperson license that was issued less than 6 months ago.
- **Broker:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M) and a minimum of 3 hours from the "Required Broker Core" course (Code Prefix: MB).

#### Non-Resident CE

Hours taken in your resident state are accepted as Kansas elective hours, provided the hours were taken during the current Kansas renewal period. Hours will not be waived for Kansas even if they are waived in your resident state. Copies of non-resident CE certificates may be sent in advance of or included with your renewal application.

- Salesperson: May receive elective credit for a maximum of 9 non-resident hours.
- Broker: May receive elective credit for a maximum of 6 non-resident hours.

#### Inactive Status

You may renew on inactive status without any CE hours. If your license is active and you wish to renew on inactive status, in addition to the renewal application form, your license must be submitted with the Licensee Status Change Form (REL-310) available at [www.krec.ks.gov](http://www.krec.ks.gov) and signed by the supervising/branch broker.

- If the license has been inactive for two or more years, continuing education totaling 6 hours for each full year the license has been on inactive status must be completed prior to reactivation in addition to the regular 12 hours required for the immediate past renewal period.
- If the license has been inactive for five or more years, the licensure examination must be passed in addition to the continuing education requirements listed above, prior to reactivation.

### FEES

Enclose a check or money order made payable to KREC in the amount of \$125.00 for a salesperson license or \$175.00 for a broker license. Alternatively, you may email or fax the renewal application on page 2 with your credit card/electronic check information on page 3 or follow up by phone with your payment information.

### RECEIPT OF RENEWAL

Applications for renewal are considered "received" according to the following:

- In person – The date the renewal is hand-delivered to the Commission office during normal business hours.
- By mail – The date the envelope containing the renewal is postmarked by the U.S. Postal Service.
- Email – [krec@ks.gov](mailto:krec@ks.gov) The time-stamp on the email when a renewal is received in a Commission staff's email inbox.
- Fax – 785-296-1771 The time-stamp on the fax when a renewal is received by the Commission.

Insurance or return receipt request may help ensure timely submission. Don't wait until the last minute to send your renewal!

*Warning: Licensees must cease performing activities that require a Kansas license if the current license expires.*

### LATE APPLICATION

If the renewal application is submitted after the renewal date (the last day of the month preceding the expiration date), a \$50 late fee is also required. An expired license may be reinstated and renewed within 6 months of expiration, upon submission of the renewal application, the Late Renewal Addendum (page 4), and the appropriate fees.



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**RENEWAL APPLICATION | REL-200**

This is a fillable form

NAME (AS LICENSED)		LICENSE NUMBER	EMAIL
HOME ADDRESS			
CITY	STATE	ZIP	COUNTY
HOME PHONE	CELL PHONE		WORK PHONE
<input type="checkbox"/> Check this box if the contact information above has changed since your last renewal or last notice to the Commission.			

Yes  No 1. Since the issuance of your license or your last renewal, whichever is most recent, *except for disciplinary action against your license by KREC*, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?

If yes, indicate the name of the jurisdiction, discipline dates, and reasons on a separate page. Attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.

Yes  No 2. Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you (other than minor traffic violations)? This includes misdemeanors.

If yes: Date: \_\_\_\_\_ Offense or Pending Charge: \_\_\_\_\_  
 Court location: \_\_\_\_\_ Case #: \_\_\_\_\_ (attach supplemental sheets if needed)

If the case was not previously reported to KREC, attach all of the following:

- \_\_\_\_\_ a copy of the charges, ticket, citation, or complaint;
- \_\_\_\_\_ any order of conviction, sentencing or diversion agreement;
- \_\_\_\_\_ any release from probation, parole or diversion; and
- \_\_\_\_\_ a letter explaining the circumstances that led to the charge or conviction.

Enclose the appropriate renewal fee. Salesperson: \$125 renewal fee Broker: \$175 renewal fee

**LICENSEE CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.*

SIGNATURE

DATE SIGNED

Initials: _____	<b>COMMISSION USE ONLY</b>		
Date Entered: _____	Fee: \$ _____	Other: \$ _____	Deposit Date: _____ Notes:



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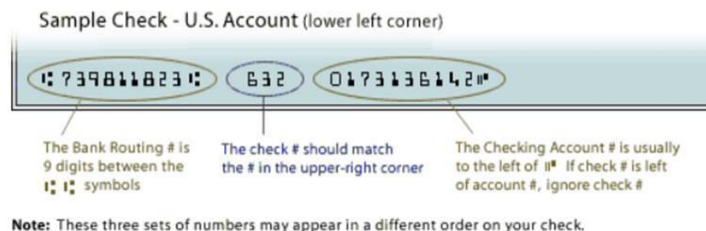
Salesperson two-year renewal fee: \$125  
Broker two-year renewal fee: \$175  
Late fee, if applicable: \$50

**Option 1: CREDIT CARD PAYMENT INFORMATION**

Licensee Name:	Card Holder: (if different than licensee)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		

**Option 2: ELECTRONIC CHECK PAYMENT INFORMATION**

Account Holder Name:	Email Address: (optional for electronic receipt)	
Transaction Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check Number:
Account Number:	Routing Number:	



Submit to the Kansas Real Estate Commission by:

Email: [krec@ks.gov](mailto:krec@ks.gov)  
Fax: 785-296-1771

After processing your payment, this document will be shredded.  
If you prefer to provide your credit card or electronic check information by phone, call 785-296-34



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**LATE RENEWAL ADDENDUM (ONLY FOR EXPIRED LICENSEES)**

Complete and attach this Addendum to the License Renewal Application for licenses that have been expired less than 6 months.

FEES	
Enclose the \$50.00 late fee with your renewal fee	
Salesperson: \$125 renewal fee + \$50 late fee = \$175 total due	Broker: \$175 renewal fee + \$50 late fee = \$225 total due

**LICENSEE NAME** (AS LICENSED)

Yes  No 3. Have you performed any activities requiring a real estate license in Kansas since the expiration date of your license?

If yes, attach an explanation of your activities, including all listings, pending and closed transactions. Include the date of the listing, the date of the contract, the names of the parties to the contract, and the status of the transaction.

PLEASE RENEW MY LICENSE ON:  INACTIVE STATUS  ACTIVE STATUS (COMPANY INFORMATION MUST BE PROVIDED BELOW IF ACTIVE STATUS IS SELECTED)  
If you plan to be affiliated with multiple companies or branch offices, attach a copy of this page for each company or branch.

**LICENSEE CERTIFICATION**

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE DATE SIGNED

**COMPANY INFORMATION** to be completed by the supervising or branch broker if the applicant is requesting renewal on ACTIVE status

COMPANY NAME		COMPANY NUMBER ASSIGNED BY KREC <small>(OMIT AND WRITE "NEW" IF NEW COMPANY)</small>	
ADDRESS		EMAIL	
CITY	STATE	ZIP	BROKER LICENSE NUMBER

INDICATE WHAT ROLE THE RENEWAL APPLICANT WILL HAVE WITH THIS COMPANY:  
 SALESPERSON  ASSOCIATE BROKER  SUPERVISING BROKER  BRANCH BROKER  
If the renewal applicant is opening a new company or re-opening a closed company, also submit the Open Company/Branch Office Form (REC-430).

**SUPERVISING/BRANCH BROKER CERTIFICATION**

I accept responsibility for the actions of the above signed licensee and give consent for the licensee to be affiliated with my company.

\_\_\_\_\_  
SIGNATURE DATE SIGNED