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Governor

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Lieutenant Governor

State of Utah
Department of Commerce
Division of Real Estate

Chris Parker
Executive Director

JONATHAN C. STEWART
Real Estate Division Director

Updated PLEASE READ ALL*

NOTICE OF REAL ESTATE LICENSE RENEWAL

LICENSE TYPE: Sales Agent **LICENSE EXPIRES** 01/31/2020

LICENSE #: 123456789-SA00 **LICENSE STATUS:** Active

CURRENT CONTINUING EDUCATION HOURS COMPLETED: 0.00

CURRENT HOLD ON LICENSE: No Current Hold

Name and Address on File:

Jane Doe
160 East 300 South
SALT LAKE CITY UT 84114

INSTRUCTIONS FOR ONLINE LICENSE RENEWAL

- 1. Fingerprinting requirements are subject to change based on COVID-19 conditions.** Refer to the Division website for current additional information.
- 2. Currently fingerprinting is suspended for license renewal. You will be notified when the fingerprinting requirement resumes.**
- 3. Gather the following:** license number, social security number, driver's license number, and debit or credit card.
- 4. Review current holds on this license, if applicable:** If you have a hold on your license (noted above) or your status is on probation, contact the Division of Real Estate at (801) 530-6747 to receive renewal instructions.
- 5. All licensees must renew their license online.**
- 6. Inactive licensees must then renew their license online.** Inactive licensees do not need continuing education to renew their license.
- 7. Continuing Education Hours:** All renewal requirements, including any applicable continuing education hours must be met as a prerequisite to renewal.
18 hours of certified Real Estate Continuing Education Courses (CE) every renewal cycle. A minimum of 9 of the 18 hours must be Core Topic Courses (and 3 of the 9 required Core Topic Courses hours must be satisfied by completing a Division approved 3-hour Mandatory Course). The remaining hours can be either elective or Core Topic courses. Renewal requirements for your license are outlined in the online renewal process.

FEE SCHEDULE

Effective January 1, 2020 -December 31, 2021

Real Estate			
Brokers (Associate, Branch, Principal)	Renewal (on time)	Late Renewal (within 30 da s)	Reinstatement (31 da s-12 months)
	\$66	\$116	\$166
Dual Broker	Renewal (on time)	Late Renewal (within 30 days}	Reinstatement (31 days-12 months}
	\$66	\$116	\$166
Sales Agent	Renewal (on time)	Late Renewal (within 30 days}	Reinstatement (31 days-12 months}
	\$60	\$110	\$160

8. **IF CE HOURS LISTED ABOVE HAVE ALREADY BEEN USED TOWARDS ACTIVATION, YOU MAY NOT USE THEM FOR THIS LICENSE RENEWAL.**
9. **Remember: New Sales Agents must complete the 12-hour New Agent Course prior to their first renewal.**
10. **Remember: All renewals will require the 3-hour Mandatory Course.**