

STEP 4 - INDICATE PAYMENT METHOD
(This Page will be destroyed after processing.)

Check (Made payable to: Iowa Real Estate Commission)

Payment Amount \$ _____

OR

VISA, MASTERCARD or DISCOVER only

Card Number _____ - _____ - _____ - _____

Name of Cardholder _____

Expiration (Month/Year) ____/____

Signature of Cardholder _____

Phone Number (____) _____ - _____ ext _____

THE BELOW INFORMATION IS REQUIRED FOR PROCESSING

Email Address: _____

Date of Birth ____/____/____

Social Security Number of Licensee: _____

***Privacy Act Notice:** Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 261.126(1), 252D.8(1), 272J.8(1) and 193 IAC 4.4. The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed bylaw including Iowa Code § 421.18.*

Important Renewal Tips

1. Make sure to provide all information requested and answer all questions asked.
2. Qualifying continuing education **MUST** be completed between January 1, 2014 and December 31, 2016 and **prior** to you completing your renewal.

You **DO NOT** have a 30-day grace period to complete education.

If you do not have your continuing education done by December 31, 2016, you must renew to **inactive status**. (There are no educational requirements for corporations, partnerships, tradenames, or branch licenses.)

3. If you are a non-Iowa resident and licensed in a state Iowa has continuing education reciprocity with (these states are listed) you should complete section "B" of the Continuing Education Requirements section on your renewal form instead of Step 3 on the paper renewal form.

On-line renewals would complete the Out of State Affidavit.

4. Submit correct fee – check, money order or credit card (Visa, MasterCard and Discover only). The correct fee can be found on the paper renewal form. Make checks and money orders payable to the "State of Iowa". On-line renewals will automatically be charged the correct fee.
5. To avoid a late fee your renewal must be **POSTMARKED (not metered)** by December 31, 2016 or completed on-line no later than midnight of December 31, 2016. If your renewal is postmarked or completed on-line January 1, 2017 thru January 30, 2017 you will need to include a \$25.00 late fee (salesperson and broker licenses only) and you shall not practice real estate between 01/01/17 and the date your renewal is processed.
6. If your license is inactive, you must still renew and pay the license fee if you do not wish your license to expire. If you renew inactive, you are not required to have continuing education or E&O insurance.
7. You cannot use the renewal form to transfer to another broker or firm.
8. Trade-name, branch and additional broker officer licenses all have the same expiration date as the main license. Make sure to renew all your licenses, if applicable.
9. You must have current E & O insurance to renew to the active status (salespersons, brokers, and firms) and attest that you will maintain uninterrupted coverage as long as your license is on active status according to the Real Estate Commission's licensing database.
10. Incomplete paper renewals **WILL BE RETURNED** unprocessed to you for corrections.
11. Call 515-725-9022 or e-mail realestatecommission@iowa.gov if you have any questions.