



**South Carolina Department of Labor, Licensing and Regulation  
South Carolina Real Estate Commission**

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P.O. Box 11847 • Columbia • SC 29211-1847  
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[www.llronline.com/POL/REC/](http://www.llronline.com/POL/REC/)



**INACTIVE LICENSE RENEWAL**

**Renewal Instructions**

1. Complete all information requested on this form, sign and date application. Incomplete applications will be returned.
2. Make any necessary corrections to your address, phone or e-mail.
3. Mail completed application with a payment made payable to LLR-Real Estate Commission, P.O. Box 11847, Columbia, SC 29211-1847. Applications must be postmarked by the Post Office on or before June 30, 2017 to avoid late fees.

**IMPORTANT INACTIVE RENEWAL INFORMATION AND FEE SCHEDULE**

**ALL RENEWAL FEES ARE DUE BY JUNE 30, 2017.**

**AFTER JUNE 30, 2017 THE LICENSE IS LAPSED.**

**AFTER DECEMBER 31, 2017 THE LICENSE IS CANCELLED. PRE-LICENSING EDUCATION AND EXAMINATION WILL BE REQUIRED TO REQUALIFY.**

**License Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Address (Make any personal address changes here):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Type of License & Fee (check one)**

<input type="checkbox"/>	INACTIVE BROKER (2 YEAR LICENSE)	<b>\$120</b>
<input type="checkbox"/>	INACTIVE SALES (2 YEAR LICENSE)	<b>\$120</b>
<input type="checkbox"/>	INACTIVE PROPERTY MGR. ( 2 YEAR LICENSE)	<b>\$120</b>

**Late Renewal Fees includes \$120 Inactive license fee plus additional late fees as display below:**

<input type="checkbox"/>	July 1-31, 2017 Applicable Late Fee	<b>\$25</b>
<input type="checkbox"/>	Aug. 1-31, 2017 Applicable Late Fee	<b>\$50</b>
<input type="checkbox"/>	Sept 1-30, 2017 Applicable Late Fee	<b>\$75</b>
<input type="checkbox"/>	Oct. 1-31, 2017 Applicable Late Fee	<b>\$100</b>
<input type="checkbox"/>	Nov. 1-30, 2017 Applicable Late Fee	<b>\$125</b>
<input type="checkbox"/>	Dec. 1-31, 2017 Applicable Late Fee	<b>\$150</b>

**After December 31, 2017 License is Cancelled**

**Do not RETURN** this form until you have completed each one of the questions below.

Yes  No  Since you last renewed your license, has any professional disciplinary action been taken against you in any state since you have become licensed in South Carolina that has not been previously disclosed? If Yes, please include a full written explanation.

Yes  No  Since you last renewed your license, have you been convicted of or have pled guilty or nolo contendere to a felony or crime of moral turpitude or are there charges pending against you now that has not been previously disclosed? If Yes, please include a full explanation and documentation.

Yes  No  Since you last renewed your license, has there been any change in the status of your lawful presence in the United States since initial licensure? (ie. naturalization; received a renewed permanent resident card)? If Yes, please include a full written explanation.

**I affirm the above information supplied is true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. Fees are non-refundable.

Failure to answer the above questions and/or to affirm the information by signing the form will result in the notice being returned to you. Forms mailed back to the Commission after the deadline will be subject to late penalties. **Forms must be postmarked no later than June 30, 2017 to avoid late fees.**

*South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.*