

Board of Realty Regulation
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880

RENEWAL APPLICATION

License No

Check For New Name or Address.
Indicate any changes below.

Name

Address

City

State

Zip Code

Country

RENEWAL FEE: \$175.00

Your Montana Real Estate Broker license will expire on October 31

TO RENEW YOUR LICENSE ONLINE GO TO: LicenseRenewal.mt.gov SAVE YOUR CONFIRMATION NUMBER

(Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date.

Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.)

The Board staff is here to assist you, however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadline. Incomplete renewals will be returned and considered not received.

- 1) Online renewal is available by E-Check or credit card. Mail in fees are payable by check or money order and must be accompanied by a completed renewal form. **DO NOT SEND CASH.** Make your check payable to: Board of Realty Regulation.
- 2) Failure to renew prior to November 1 will result in your real estate license expiring.
- 3) In order to renew you will need to have 12 hours of continuing education. Education providers have 20 days to report completed courses.
- 4) Address changes must have written notification included, and an additional \$80.00 **for each broker** plus the renewal fee.
- 5) If currently inactive, only pay the \$175.00 renewal fee. You do not have to have completed 12 hours of continuing education, but will have to provide proof of completion when reactivating your license. To place your license on inactive status, write on the renewal form "PLACE MY LICENSE ON INACTIVE STATUS", and complete the home address information. Remit the \$20.00 inactive fee **plus** the renewal fee, sign and date the application and return it along with your wall license.
- 6) If you fail to renew by the October 31st deadline, you may late renew by completing the same procedure and paying the **additional** late fee of \$175.00 until December 16th. **The late fee is non-refundable and non-waivable.**
- 7) Encourage your office to send all applications in before October 31st to ensure adequate processing time.

NOTICE: YOU MUST ANSWER THESE QUESTIONS

YES I HAVE COMPLETED THE 12 HOURS OF CONTINUING EDUCATION

NO I HAVE NOT COMPLETED THE 12 HOURS OF CONTINUING EDUCATION

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements

Your signature: _____

Date: _____

DO NOT SEND CASH