



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
Email: [grecmail@grec.state.ga.us](mailto:grecmail@grec.state.ga.us)

## Salesperson, Associate Broker, Broker, CAM Renewal

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. A fee is required. If additional documentation is required, attach to the application and submit to the address above. Once the completed application, including all supporting documents, is received the application will be processed. Incomplete applications will be returned unprocessed and result in a \$25.00 charge. **License renewals can be done online at [www.grec.state.ga.us](http://www.grec.state.ga.us), using a credit card for a reduced fee. If you successfully renew online, DO NOT SUBMIT THIS APPLICATION.**

- Complete Sections **A** through **D** of this application.
- Include a \$125.00, non-refundable, renewal fee in the form of a check or money order made payable to the Georgia Real Estate Commission.
- Attach any supporting documentation, *if required*, in Section **C**
- Attach a **Lawful Presence Verification** form and a Secure and Verifiable document, as detailed on our website. (If not already on file with GREC).

## Section A Licensee Information

Name:  License Number:   
 License Type:   
 Email:

Residence Address:   
 City:  State:  Zip Code:   
 County:  Phone Number:

Mailing Address:   
 City:  State:  Zip Code:   
 County:  Alternate Number:  Fax Number:

### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Date	Codes	Educ	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## Section B Renewal Information

Renewal Month  Date  Year

Renewal Fee \$ **125.00**

**I am requesting:** (select one)

**Renew my License to Active**

**Renew my License to Inactive**

*All required Continuing Education Courses must be completed*

*If your license is currently Active, have the Broker sign the section below to become Inactive.*

I am aware that the license for the individual listed on this application will be renewed to an inactive status.

Firm Name

Firm License #:

Broker  
Signature

Date

## Section C Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

**(1)** In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

**YES**

**NO**

**You must answer YES to this question even if:**

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you are on parole or probation (*and the date it will end*)



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(2) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

(3) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES  NO

**If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

(A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

- 1) an explanation of the circumstances surrounding the disciplinary action
- 2) whether you have made any required payment
- 3) whether you have completed all conditions of your disciplinary action
- 4) whether your license is currently suspended or revoked

## Section D

## Certification

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Licensee Signature:

Date:

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