

**RENEWAL LICENSE CHECKLIST**

RE 216A (New 12/03)

**GENERAL INFORMATION**

- ✓ Read License Renewal Information (RE 211A) carefully.
- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Titles of forms referenced by number:
 

<ul style="list-style-type: none"> <li>RE 203     Branch Office Application</li> <li>RE 204     Broker Change Application</li> <li>RE 205     State Public Benefits Statement</li> <li>RE 205A   State Public Benefits Information</li> </ul>	<ul style="list-style-type: none"> <li>RE 205B   State Public Benefits (Comprehensive List)</li> <li>RE 206     Exam &amp; Licensing Fees</li> <li>RE 207     Officer Renewal Application</li> <li>RE 208     Broker Renewal Application</li> <li>RE 209     Salesperson Renewal Application</li> <li>RE 211A   License Renewal Information (for Salespersons &amp; Individual Brokers)</li> <li>RE 214     Salesperson Change Application</li> <li>RE 251     Continuing Education Course Verification</li> <li>RE 909     Credit Card Payment</li> </ul>
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**SALESPERSON RENEWAL LICENSE*****Required documents...***

- RE 209 — Completed and signed by licensee and employing broker (if appropriate).
- RE 205\* — Completed and signed by licensee.
- Documentation\* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
  - \* Not needed if *permanent* proof of legal presence has been previously submitted.
- RE 251 — Completed and signed by licensee.
- License fee — Refer to RE 206 for current fees.
  - Cashiers' check, check, or money order made payable to: Department of Real Estate
  - RE 909 — If paying by credit card.

**BROKER OR OFFICER RENEWAL LICENSE*****Required documents ...***

- RE 207 or 208 — Completed and signed by licensee.
- RE 205\* — Completed and signed by licensee.
- Documentation\* to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
  - \* Not needed if *permanent* proof of legal presence has been previously submitted.
- RE 251 — Completed and signed by licensee.
- License fee — Refer to RE 206 for current fees.
  - Cashiers' check, check, or money order made payable to: Department of Real Estate
  - RE 909 — If paying by credit card.