

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

## RENEWAL APPLICATION

License No

Check For New Address.  
Indicate any changes below.

Name

Address

City

State

Zip Code

Country

**RENEWAL FEE: \$150.00**

Your Montana Real Estate Salesperson license will expire on October 31

**TO RENEW YOUR LICENSE ONLINE GO TO: [LicenseRenewal.mt.gov](http://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) To change employment, cross out your current broker's name and replace with your new broker's name, new agency information and have the new broker sign it. Have your current broker prepare a letter of release and submit to this office with an additional \$80.00 transfer fee with your renewal.
- 5) If currently inactive, pay the \$150.00 renewal fee, complete your home information, sign, date and return the renewal. 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. Your broker must send a letter of release of supervision to this office. You do not have to have completed 12 hours of continuing education, but will have to provide proof of completion when reactivating your 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 \$150.00 until December 16th. **The late fee is non-refundable and non-waivable.**
- 7) Encourage your broker to send all applications in before October 31st to ensure adequate processing time.

### PLEASE FILL OUT PERSONALLY

CURRENT HOME ADDRESS \_\_\_\_\_

STREET, PO BOX IF USED FOR MAILING

CITY

STATE

ZIP

**\*\*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**