

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

RENEWAL APPLICATION

License #

Check For New Address or E-mail.
Indicate any changes below.

Name
Address
City State Zip Code
Email

SALESPERSON RENEWAL FEE: ACTIVE \$80 INACTIVE \$40

BROKER RENEWAL FEE: ACTIVE \$90 INACTIVE \$45

PROPERTY MANAGER RENEWAL FEE: ACTIVE \$50 INACTIVE \$25

If you want to change your license to an **INACTIVE** status, please check the box and include an additional fee of **\$20.00**.

TO RENEW ONLINE, GO TO: <https://ebiz.mt.gov/pol/> (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.)

Or, in order to renew your license by mail:

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check or money order for the renewal fee made payable to the Board of Realty Regulation. Do not send cash.
- 4) Renewals with a U.S. Postal Service postmark after October 31 will be assessed a penalty fee by state law of 100%, doubling the total amount due. **NO EXCEPTIONS!**
- 5) Read the affirmation of understanding statement and sign the renewal application. Incomplete or unsigned renewal applications will not be processed and will be returned.
- 6) Return the renewal application and fee to the board office.

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**

By signing below, I understand I have a recurring duty to comply with continuing education, certification, or other requirements established by ARM 24.210.667 (Salespersons/Brokers) or ARM 24.210.835 (Property Managers) and that I may be audited for compliance with these requirements. I understand if I am an active real estate salesperson or broker licensee that I am required to carry Errors and Omission Insurance outlined in 37-51-325 MCA and that I may be audited for compliance with these requirements. If I am found to be out of compliance with these requirements, I understand my license may be subject to disciplinary action or administratively suspended until I meet the requirements of the law or rules stated above.

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: _____ Date: _____

DO NOT SEND CASH