



## KANSAS REAL ESTATE COMMISSION

Three Townsite Plaza  
120 SE 6<sup>th</sup> Avenue, Suite 200  
Topeka, Kansas 66603-3511  
[www.krec.ks.gov](http://www.krec.ks.gov)    [krec@ks.gov](mailto:krec@ks.gov)  
Phone: 785-296-3411    Fax: 785-296-1771

## RENEWAL APPLICATION

Form No. REL-200

### INSTRUCTIONS

#### ONLINE RENEWAL OPTION

Instead of this renewal application form, you may renew online at [www.krec.ks.gov](http://www.krec.ks.gov) up to 45 days prior to the renewal date and until the license expiration date. Renewing online is faster and allows for payment by credit card or electronic check.

#### CONTINUING EDUCATION HOURS

All continuing education required for renewal must be on record with KREC in order to process your request. To verify continuing education, select the "Check CEU hrs" tab on the KREC website at [www.krec.ks.gov](http://www.krec.ks.gov).

- **Salesperson:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M). No education hours are required for the first renewal of a salesperson license that was issued less than 6 months ago. Licensees in this category have a license number prefix of "SA."
- **Broker:** To renew on active status, 12 hours must be completed, including a minimum of 3 hours from the "Required Salesperson and Broker Core" course (Code Prefix: M) and a minimum of 3 hours from the "Required Broker Core" course (Code Prefix: MB).

#### Non-Resident CE

Hours taken in your resident state are accepted as Kansas elective hours, provided the hours were taken during the current Kansas renewal period. Hours will not be waived for Kansas even if they are waived in your resident state. Copies of non-resident CE certificates may be sent in advance of or included with your renewal application.

- Salesperson: May receive elective credit for a maximum of 9 non-resident hours.
- Broker: May receive elective credit for a maximum of 6 non-resident hours.

#### Inactive Status

You may renew on inactive status without any CE hours. If your license is active and you wish to renew on inactive status, in addition to the renewal application form, your license must be submitted with the Licensee Status Change Form (REL-310) available at [www.krec.ks.gov](http://www.krec.ks.gov) and signed by the supervising/branch broker.

- If the license has been inactive for two or more years, continuing education totaling 6 hours for each full year the license has been on inactive status must be completed prior to reactivation in addition to the regular 12 hours required for the immediate past renewal period.
- If the license has been inactive for five or more years, the licensure examination must be passed in addition to the continuing education requirements listed above, prior to reactivation.

#### FEES

Enclose a check or money order made payable to KREC in the amount of \$125.00 for a salesperson license or \$175.00 for a broker license. Alternatively, you may email or fax the renewal application on page 2 with your credit card information on page 4 or follow up by phone with your card information. A duplicate license fee of \$10.00 is required for each additional company affiliation. (Not required for only one company affiliation).

#### RECEIPT OF RENEWAL

Applications for renewal are considered "received" according to the following:

In person – The date the renewal is hand-delivered to the Commission office during normal business hours.

By mail – The date the envelope containing the renewal is postmarked by the U.S. Postal Service.

Email – [krec@ks.gov](mailto:krec@ks.gov) The time-stamp on the email when a renewal is received in a Commission staff's email inbox.

Fax – 785-296-1771 The time-stamp on the fax when a renewal is received by the Commission.

Insurance or return receipt request may help ensure timely submission. Don't wait until the last minute to send your renewal!

*Warning: Licensees must cease performing activities that require a Kansas license if the current license expires.*

#### LATE APPLICATION

If the renewal application is submitted after the renewal date (the last day of the month preceding the expiration date), a \$50 late fee is also required. An expired license may be reinstated and renewed within 6 months of expiration, upon submission of the renewal application, the Late Renewal Addendum (page 3), and the appropriate fees.



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**RENEWAL APPLICATION**  
Form No. REL-200

**This is a fillable form. You may type the requested information below before printing and signing.**

NAME (AS LICENSED)		LICENSE NUMBER	EMAIL
HOME ADDRESS			
CITY	STATE	ZIP	COUNTY
HOME PHONE	CELL PHONE		WORK PHONE
<input type="checkbox"/> Check this box if the contact information above has changed since your last renewal or last notice to the Commission.			

Yes     No    **1. Since the issuance of your license or your last renewal, whichever is most recent, *except for disciplinary action against your license by KREC*, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?**

**If yes**, indicate the name of the jurisdiction, discipline dates, and reasons on a separate page. Attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.

Yes     No    **2. Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you (other than minor traffic violations)? This includes misdemeanors.**

**If yes:** Date: \_\_\_\_\_ Offense or Pending Charge: \_\_\_\_\_  
 Court location: \_\_\_\_\_ Case #: \_\_\_\_\_ (attach supplemental sheets if needed)

If the case was not previously reported to KREC, attach **all** of the following:

- \_\_\_\_\_ a copy of the charges, ticket, citation, or complaint;
- \_\_\_\_\_ any order of conviction, sentencing or diversion agreement;
- \_\_\_\_\_ any release from probation, parole or diversion; and
- \_\_\_\_\_ a letter explaining the circumstances that led to the charge or conviction.

Enclose the appropriate renewal fee.    Salesperson: \$125 renewal fee    Broker: \$175 renewal fee  
A duplicate license fee of \$10.00 is required for each *additional* company affiliation. (Not required for only one company affiliation.)

**LICENSEE CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct and complete to the best of my knowledge.*

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

Initials: _____	<b>COMMISSION USE ONLY</b>		
Date Entered: _____	Fee: \$ _____	Other: \$ _____	Deposit Date: _____ Notes:





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**CREDIT CARD PAYMENT INFORMATION**

Salesperson two-year renewal fee: \$125  
Broker two-year renewal fee: \$175  
Late fee, if applicable: \$50  
Each additional company affiliation, if applicable: \$10 ( not required if only affiliated with one company)  
Nominal credit card processing fee

Licensee Name:	Card Holder: (if different than licensee)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		

Submit to the Kansas Real Estate Commission by:  
Email: [krec@ks.gov](mailto:krec@ks.gov)  
or  
Fax: 785-296-1771

After processing your payment, this document will be shredded.

If you prefer to provide your credit card information by phone, call 785-296-3411.