



# 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  
www.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. If a fee and/or documentation are required, attach to the application and mail to the address above. The license is issued for (4) years. Once the completed application, including all supporting documents, is received the license will be issued within 15 business days. An application that requires a background investigation may require considerable additional time to process. 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 COMPLETE THIS APPLICATION

- Attach a Notarized Affidavit & a Secure and Verifiable Document as Detailed in the Lawful Presence Verification form on our web site (If not already on file with GREC).
- 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.
- Complete sections A through D of this application.
- Attach any supporting documentation, if required, in Section C

## Section A Licensee Information

Full Name	<input type="text"/>	License Number	<input type="text"/>
License Type	<input type="text"/>		
Email	<input type="text"/>		
Residence Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Alternate Number	<input type="text"/>
		Fax Number	<input type="text"/>

### FOR OFFICE USE ONLY

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





# 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  
www.grec.state.ga.us

## 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**

24 hours of Continuing Education Courses 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 is grounds for denial of your license. A background investigation is extensive and will require additional time before the license is issued. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

**(1)** Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

**YES** (Documentation Attached)     **YES** (On File at GREC)     **NO**

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

- (a) you have been pardoned for a 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 and not on file, you must attach:**

- (a) the citation, accusation, information, or indictment that led to the conviction, and
- (b) a certified copy of the sentence / final disposition of every conviction
- (c) an explanation of the circumstances surrounding every conviction
- (d) three letters of recommendation from individuals not related to you by birth or marriage





# 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  
www.grec.state.ga.us

**(2)** Have you ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or 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 (Documentation Attached)     YES (On File at GREC)     NO

**If yes and not on file**, for every disciplinary action attach:

- (a) a certified copy of the final order of the licensing agency that imposed the disciplinary action, and
- (b) any allegations that preceded the final order
- (c) an explanation of the circumstances surrounding every sanction
- (d) three letters of recommendation from individuals not related to you by birth or marriage

## 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

