STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

BROKER RENEWAL APPLICATION

RE 208 (Rev. 7/24)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

***NOTE*—**Read pages 5–6 (general instructions, renewal info., mailing address, etc.,) before completing this application.

***TO AVOID PENALTY* —** Renew on or before current license expiration date.

1. LICENSE NUMBER

2. RENEWAL STATUS (check appropriate box)
☐ ON TIME ☐ LATE

DRE USE ONLY

RENEWAL FEE

ON TIME FEE	LATE FEE
CURRENT EXP. DATE	2-YR LATE RENEWAL ENDS
COMMENT	

3. **LICENSE CHANGES**-- *CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY DRE, IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE..*

☐ **CHANGE PERSONAL NAME** ☐ **ADD/CANCEL FICTITIOUS BUSINESS NAME** ☐ **CHANGE TELEPHONE/EMAIL ADDRESS**

☐ **CHANGE MAILING ADDRESS** ☐ **CHANGE MAIN OFFICE ADDRESS**

4. NAME- LAST **REQUIRED**	FIRST **REQUIRED**	MIDDLE	SUFFIX
5. NEW PERSONAL NAME (See page 5)- LAST	FIRST	MIDDLE	SUFFIX

6A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX **REQUIRED**

6B. CITY	6C. STATE	6D. ZIP CODE

7. ON THE RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED?

☐ YES **IF YES, ITEMS 8A-8D MUST BE COMPLETED**.

☐ NO **IF NO, YOUR LICENSE WILL BE ISSUED INACTIVE AND ALL AFFILIATED LICENSES AND BRANCHES WILL BE REMOVED**

8A. MAIN OFFICE ADDRESS-- **REQUIRED** *STREET ADDRESS (MUST BE A PHYSICAL ADDRESS)*

8B. CITY	8C. STATE **CA**	8D. ZIP CODE

9. CURRENT PHONE NUMBER **REQUIRED**	10. CURRENT EMAIL ADDRESS **REQUIRED** - ***PRINT CLEARLY***
( )	
11. BUSINESS TELEPHONE NUMBER	12. BUSINESS CELL PHONE NUMBER
( )	( )

13. DO YOU RESIDE IN CALIFORNIA?
IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) IS REQUIRED AND MUST BE COMPLETED OR ON FILE WITH DRE. ☐ YES ☐ NO

14A. FICTITIOUS BUSINESS NAME – PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK (Enter one name per line; check the appropriate box, **MUST** attach FBNS statement)

☐ ADD *OR* ☐ CANCEL

14B. ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD *OR* ☐ CANCEL

14C. ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD *OR* ☐ CANCEL

DRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE	COMMENTS/FORM LETTERS
VIOLATIONS			

BACKGROUND INFORMATION

Carefully read and provide detailed answers to questions 15-20. **You must provide a "yes" or "no" response to all questions**, and completely and accurately provide the detailed information required. Attach additional sheets if you need more space. Each additional sheet must be signed by the applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 15 below includes:
- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- **Convictions expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 or equivalent non-California statute must still be disclosed. Proof that a conviction has been expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 must be submitted with the application.**
- Convictions within the last six-years.

Exceptions to "Convicted": DO NOT DISCLOSE
- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

15. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN CONVICTED (**SEE PARAGRAPH ABOVE**) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? **IF YES, COMPLETE ITEM 21 WITH INFORMATION ON EACH CONVICTION.** ☐ YES ☐ NO

16. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? **IF YES, COMPLETE ITEM 21.** ☐ YES ☐ NO

17. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 22.** ☐ YES ☐ NO

18. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 22.** ☐ YES ☐ NO

19. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 23.** ☐ YES ☐ NO

20. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEMS 22-23.** ☐ YES ☐ NO

CONVICTION DETAILS

21. **DETAILED EXPLANATION OF ITEM 15 AND/OR 16. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 23.**

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION SHOULD SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) ** CODE VIOLATED (i.e., VEHICLE CODE, PENAL CODE, ETC.) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION *(Name and Address)*	ARRESTING AGENCY *(Name and Address)*	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	☐ Felony ☒ Misdemeanor	484	Penal Code	6 months probation and $200 fine	1234
21A.			☐ Felony ☐ Misdemeanor				
21B.			☐ Felony ☐ Misdemeanor				
21C.			☐ Felony ☐ Misdemeanor				

22. **DETAILED EXPLANATION OF ITEM 17, 18 AND/OR 20. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 23.**

22A. TYPE OF LICENSE	22B. LICENSE ID NO.	22C. LICENSE EXPIRATION DATE	22D. STATE
22E. ACTION *(revoked, etc.)*	22F. DATE OF ACTION	22G. DATE ACTION TERMINATED	22H. CODE SECTION VIOLATED

23. **ADDITIONAL INFORMATION:** SPECIFY WHICH LINES YOU ARE REFERRING TO. ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET **MUST** BE SIGNED BY APPLICANT.

24. BROKER NAME	25. EMAIL ADDRESS	26. BROKER LICENSE NUMBER

BROKER/DESIGNATED OFFICER DECLARATION — LICENSE RENEWAL

Every real estate broker operating as other than a broker-associate shall complete this Declaration and submit it to the Department of Real Estate as part of the Broker Renewal Application (RE 208) process. Failure to complete all parts of the Declaration portion of the Renewal Application will result in an incomplete Renewal Application and delays in renewing the license. Please answer these questions as they pertain to real estate activities under your individual broker license only.

A. — BUSINESS ACTIVITY AND VOLUME

Check Appropriate Box(es)
(NA = Not Applicable)

1. In the past 12 months, have you or your corporation engaged in the real estate business for compensation as an agent/broker? ☐ Yes ☐ No
   If NO, proceed to Part B below.
   If YES:
   a) Do you, as broker or designated broker officer, maintain copies of all documents executed or obtained, including those prepared and received by salespersons and other employees? ☐ Yes ☐ No
   b) As a broker or designated broker officer, I/we maintain copies of documents at (check all that apply): ☐ The main office ☐ A home office ☐ A branch office ☐ Another location ☐ A storage facility

Sales Activity

2. During the past 12 months, were you or your corporation a seller's agent or buyer's agent in the sale of real property? ☐ Yes ☐ No
   If NO, proceed to #3.
   a) If YES, as a seller's agent, did you/your corporation sell or offer to sell real property for others? ☐ Yes ☐ No
   b) If YES, how many transactions closed (past 12 months)? ☐ 1-10 ☐ 11-50 ☐ Over 50
3. As a buyer's agent, did you/your corporation buy or offer to buy, or negotiate the purchase, sale or exchange of real property for others? ☐ Yes ☐ No
   If YES, how many transactions closed (past 12 months)? ☐ 1-10 ☐ 11-50 ☐ Over 50
4. How many of the above transactions did you/your corporation represent both buyer and seller (dual agency)? ☐ None ☐ 1-10 ☐ Over 10

Broker Escrow Activity

5. Did you/your corporation perform broker escrows for sales or mortgage loan transactions pursuant to the broker exemption in FC 17006(a)(4)? ☐ Yes ☐ No
   If NO, proceed to #6.
   If YES:
   a) How many escrows closed (last calendar year)? ☐ 1-4 ☐ 5-50 ☐ Over 50
   b) What is dollar amount of escrow funds collected (last calendar year)? ☐ Less than 1M ☐ $1-5 M ☐ Over $5M

Mortgage Loan Brokering

6. Did you/your corporation, for compensation in the past 12 months, make or arrange (broker) loans secured by real property or sell existing notes secured by deeds of trust? ☐ Yes ☐ No
   If NO, proceed to #7.
   If YES, in the past 12 months:
   a) How many loans were made with funds of private lenders and secured by commercial property? ☐ None ☐ 1-5 ☐ 6-10 ☐ Over 10
   b) In how many of the loan transactions did you/your corporation also represent for compensation the buyer or seller in the purchase transaction? ☐ None ☐ 1-10 ☐ Over 10
   c) When required, were disclosures to borrowers provided in accordance with B&P §10240? ☐ Yes ☐ No ☐ NA
   d) When required, were disclosure statements provided to lenders/note purchasers in accordance with B&P §10232.4? ☐ Yes ☐ No ☐ NA
   e) When required, were trust deeds and assignments recorded in accordance with B&P §10234? ☐ Yes ☐ No ☐ NA

Mortgage Loan Servicing

7. Did you/your corporation, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes? ☐ Yes ☐ No

If NO, proceed to #8.
If YES:

a) The estimated dollar volume collected in the past 12 months..... ☐ Less than $250K ☐ $250K-2M ☐ Over $2M

b) Did you/your corporation have written servicing agreements with lenders/ purchasers to service the note or notes and deed of trust?..... ☐ Yes ☐ No

Property Management

8. Did you/your corporation, for compensation in the past 12 months, engage in property management as a real estate licensee for another or others?..... ☐ Yes ☐ No

If NO, proceed to Part B below.
If YES:

a) How many units were managed?..... ☐ 1-10 ☐ 11-50 ☐ Over 50

b) What was the dollar amount in rent or lease payments collected (past 12 months)? ..... ☐ Less than $500K ☐ $500K-2M ☐ Over $2M

B. — BANK ACCOUNTS/ TRUST FUND HANDLING

1. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect trust funds? ..... ☐ Yes ☐ No

If NO, go to Part C below.

2. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation deposit trust funds into a bank account maintained by you/your corporation? ..... ☐ Yes ☐ No

If NO, proceed to #7 below.
If YES:

a) Number of accounts maintained for trust fund handling..... ☐ 1 ☐ 2-5 ☐ Over 5

b) Is each of these accounts designated as a trust account?..... ☐ Yes ☐ No

c) Is each of these account in the name of the licensed broker/corporation, or in a fictitious name if the broker/corporation is the holder of a license bearing such fictitious name, as trustee? ..... ☐ Yes ☐ No

d) Is the broker/designated licensed officer a signer on each account used for trust fund handling? ..... ☐ Yes ☐ No

e) If there are unlicensed signers on accounts used for trust fund handling, is each signer covered by sufficient fidelity bond coverage? ..... ☐ Yes ☐ No ☐ NA

3. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate record of all trust funds received and disbursed (control record)? ..... ☐ Yes ☐ No

4. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate set of separate records for each beneficiary or transaction? ..... ☐ Yes ☐ No

5. Are the balances of these trust account records reconciled to each other monthly? ..... ☐ Yes ☐ No

6. Do you/your corporation reconcile these trust account records to the bank statement on a monthly basis? ..... ☐ Yes ☐ No

7. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect advance fees (as defined in B&P §10026)? ..... ☐ Yes ☐ No

If NO, go to Part C below.
If YES:

a) Were these advance fees deposited into a trust account? ..... ☐ Yes ☐ No

b) Were verified accountings furnished to the principal(s) as required?.... ☐ Yes ☐ No

c) Did you/your corporation have an advance fee agreement with the person from whom these fees were collected?..... ☐ Yes ☐ No

C. — SUPERVISION/ AFFILIATION

1. Have you notified the Department of all places of business where acts for which a license is required are performed? ..... ☐ Yes ☐ No

2. Have you notified the Department of all fictitious business names used in the conduct of acts for which a license is required? ..... ☐ Yes ☐ No ☐ NA

3. Did you/your corporation affiliate with real estate salespersons and/or broker associates? ..... ☐ Yes ☐ No

If NO, proceed to #4.

If YES:

a) Are there written policies, rules, procedures and systems to ensure that there is reasonable supervision over acts for which a license is required? ☐ Yes ☐ No

b) Is there an established system to monitor compliance with these policies, rules, procedures and systems?..... ☐ Yes ☐ No

4. Have you and all your salespersons and/or broker associates who are affiliated with you/your corporation who make, arrange, or service mortgage loans secured by 1-4 unit residential property under a DRE license submitted a Mortgage Loan Activity Notification (RE 866) to the Department as required? ..... ☐ Yes ☐ No ☐ NA

5. Have you and all your salespersons and/or broker associates who are affiliated with you/your corporation who conduct loan origination activities involving 1-4 unit residential property applied for and received a mortgage loan originator endorsement? ..... ☐ Yes ☐ No ☐ NA

Broker Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Department of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate Commissioner of the State of California and his authorized Department of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

I understand that it is my obligation to notify the Department within 30 days in writing or by filing form RE238 of any conviction, criminal complaint, information or indictment charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Department may delay my renewal and toll the expiration date of my license pursuant to B&P Code Section 10177.

27. SIGNATURE OF APPLICANT REQUIRED (MUST BE AN ORIGINAL OR ELECTRONIC SIGNATURE)	28. DATE

* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

INSTRUCTIONS AND GENERAL INFORMATION

- ***eLicensing*** — **Use *eLicensing* for expedited processing of your renewal.** Renewal information is posted immediately on DRE's public information.
  Licensees can perform the following transactions using the ***eLicensing*** system at **www.dre.ca.gov (**limited use for non-restricted licensees):
  - Broker and salesperson renewals
  - Print license certificates
  - Salesperson additions/changes of responsible broker
  - Broker-associate affiliation
  - Broker discontinuation of salesperson affiliation
  - Mailing, telephone and email address changes
  - Broker main office address addition/changes
  - Automated fee payment and processing
- Type or print clearly in black or blue ink *(do not use red)*.
- **Complete items 1 through 28.**
- Acronyms or form numbers used in the following instructions:
  B&P Business & Professions Code
  RE 203 Branch Office Application
  RE 206 Exam & Licensing Fees
  RE 208 Broker Renewal Application
  RE 251 Continuing Education Course Verification
  RE 909 Credit Card Payment
- Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action.

Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Change of Personal Name

Enter complete new name. Attach verification of name change (i.e., legible copy of old and new drivers licenses, marriage certificate, court order, etc.) showing prior and current names. Sign this application with your new name.

Fictitious Business Name (DBA)

To cancel enter the complete name on line 14 and check the cancel box. To add enter the complete name on line 14; check the add box, and submit a certified copy of the Fictitious Business Name Statement (FBNS) as filed with the county clerk in the county where your main office is located.

- Prior to filing your FBNS with the county, you may wish to contact a local DRE district office, or check our Web site **www.dre.ca.gov** to determine if the name is already in use by another broker.
- Proof of Publication filed with county clerk is acceptable
- Legible photocopies are acceptable.
- Do not list your broker's DBA, if you are working as a broker-associate.

Branch Office

Complete RE 203 to add new offices or to cancel existing offices.

On-Time Renewal

RE 208, RE 251, and appropriate fee must be submitted to DRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should be able to print their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department.** Such notices sent by the Department will take effect five days after the date they are mailed.

Late Renewal

All broker licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 208, RE 251, and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed by the DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.**

Upon license expiration date all branches, DBA's and affiliates will be disassociated. Proper documentation will be required to reinstate them.

Late renewal applications will be subject to all education and fee requirements effective at the time the license application is filed.

Continuing Education (CE)

Licensees must complete approved continuing education (CE) courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on Continuing Education Course Verification form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: CE course credit expires four years from the course completion date.

Failure to submit evidence of having completed your required continuing education will result in your renewal being denied.

Do not submit CE course completion certificates.

Exemption from CE— Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.) Refer to Continuing Education Extension/Exemption Request (RE 213) for additional information.

Fees & Mailing Information

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of timely submittal.

Fees — Refer to RE 206 for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable Payment Methods — Cashiers' check, money order, check or credit card. **Do not send cash.**

- Make check or money order payable to: **Department of Real Estate**
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail to — Department of Real Estate
651 Bannon Street, STE 503
Attn: Renewals Section
Sacramento, CA 95811

Notice About SAFE Act

All DRE real estate licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Multistate Licensing System & Registry (NMLS) and applicants must successfully complete the National test with uniform State content, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

RE 866 Filing Requirements

All DRE licensees must report to the Department of Real Estate if they make, arrange, or service loans secured by residential property, 1 to 4 units, under the authority of the Real Estate Law. The report must be made within 30 days of commencing such activity and must be completed online using Form RE 866 - Mortgage Loan Activity Notification. Penalty fees can apply for failure to submit this required notification.

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate — Assistan Commissioner
651 Bannon Street — Licensing & Administration
Sacramento, CA 95811 — Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Department of Tax and Fee Administration and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Department of Tax and Fee Administration and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Division, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Financial Protection and Innovation, Department of Insurance, Department of Consumer Affairs, California Bar Association).

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

CONTINUING EDUCATION COURSE VERIFICATION

RE 251 (Rev. 2/26)

Read reverse side before completing.

NAME — PRINT AS IT APPEARS ON YOUR LICENSE OR MSLRA REGISTRATION

DRE LICENSE ID/MSLRA REGISTRATION NUMBER

CORPORATION NAME — *If officer printed above.*

MAILING ADDRESS

DRE Use Only

RECORD TYPE ☐2

OFFICER ID NUMBER

LICENSE EFFECTIVE DATE

LICENSE TYPE ☐B ☐O ☐S ☐MSLRA

CERTIFICATE NUMBER (8-digits)	REGISTRATION DATE Mo.	REGISTRATION DATE Day	REGISTRATION DATE Yr.	DATE COMPLETED Mo.	DATE COMPLETED Day	DATE COMPLETED Yr.	COURSE HOURS	DRE Use Only	COURSE TITLE
4 7 2 1 0 7 9 0	06	09	04	07	22	04	3		Ethics, Professional Conduct, & Legal Aspects of Real Estate
4 9 3 6 4 8 9 0	07	21	05	08	15	05	3		Agency Relationships & Duties in a Real Estate Brokerage Practice

EXAMPLE EXAMPLE

TOTAL COURSE HOURS ➔

CERTIFICATION

I certify under penalty of perjury that I have taken and completed the courses listed above and will furnish to the Department of Real Estate, upon request, evidence of having taken any or all of the courses listed.

SIGNATURE OF APPLICANT (MUST BE AN ORIGINAL OR ELECTRONIC* SIGNATURE) DATE

* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information with renewal application online at www.dre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education (CE)* courses with statutory/pre-license courses. Statutory/pre-license courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salesperson Renewing for the First Time

Must complete a total of 45 clock-hours of DRE approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling* and *Risk Management*; and
- A two-hour *Implicit Bias Training* course; and
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Broker Renewing for the First Time

Must complete a total of 45 clock-hours of DRE approved continuing education courses which includes:

- Six separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management,* and *Management and Supervision;* and
- A two-hour *Implicit Bias Training* course; and
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Salesperson and Broker Subsequent Renewals

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- One nine-hour survey course covering the seven mandatory subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, Implicit Bias Training,* and *Management and Supervision) OR licensees can choose to take each of the mandatory subjects separately;* and
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Military Spouse Licensing Relief Act (MSLRA) Registrants

Must complete a total of 45 clock-hours of DRE approved continuing education courses. MSLRA registrants will follow the guidelines of the equivalent DRE real estate license as directed:

- An MSLRA Salesperson renewing for the first time will follow the Real Estate Salesperson Renewing for the First Time.
- An MSLRA Broker/Other renewing for the first time will follow the Real Estate Broker Renewing for the First Time.
- An MSLRA Salesperson/Broker/Other renewing a second time or more will follow the Real Estate Salesperson and Broker Subsequent Renewals instructions.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Department.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement ***cannot*** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, registration date, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Department of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Department unless specifically requested to do so.* (CE certificates should be retained by the licensee for a period of four years after the renewal is complete to furnish to the Department upon request.)