



NORTH DAKOTA REAL ESTATE COMMISSION
 1110 College Dr. Suite 207
 Bismarck, ND 58501-1207

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BROKER ASSOCIATE License Renewal for 2019

DUE: November 15, 2018 or late fees apply

Fee: \$120

COMPLETE SUBMISSION MUST INCLUDE THE FOLLOWING BY DEADLINE:

1) Renewal application with all information provided, 2) Renewal fee, 3) Proof of Errors & Omissions insurance; 4) IF APPLICABLE: Additional fees for any duplicate license/s, 5) IF APPLICABLE: Explanation of any disciplinary, civil or criminal actions, 6) NON-RESIDENT & RECIPROCAL LICENSEES: Certificate of Licensure from state of residence; certificate must have been issued within 30 days of applying for renewal.

All real estate licenses shall expire on December 31 of each year. Failure to submit this annual renewal application form and fee as required by NDCC §43-23-13.1 will automatically cancel your license.

License #: _____ **License Status:** Active **OR** Inactive

1. Name of broker associate	First	Last		
2. Residence address (NOT business address or PO Box)	Personal residence street address	City	State	ZIP + 4
3. Mailing address if different than personal residence address	PO Box or other mailing address	City	State	ZIP + 4
4. Phone with area code for best way to reach you		5. Email address		
6. Firm/broker with whom you are associated	Firm name			
7. Firm business address	Firm street address (not a PO Box)	City	State	ZIP + 4
8. Firm mailing address, if different	PO Box or other mailing address	City	State	ZIP + 4
9. Business phone with area code	10. Business FAX	11. Website		

12. Do you have a **DUPLICATE** North Dakota broker's license? If "Yes", a \$25 fee is required for *each duplicate license*. Yes No
DO NOT COUNT THE ORIGINAL LICENSE – ONLY DUPLICATE LICENSES.
13. Firm name and address: _____
14. Since you last renewed your license, have any disciplinary actions been instituted against you; have you been convicted of any felony; or have you been convicted of a misdemeanor involving theft, forgery, embezzlement, obtaining money under false pretenses, bribery, larceny, extortion, conspiracy to defraud or other similar offense? Yes No
15. **IF YOUR ANSWER IS "YES" YOU MUST ATTACH DETAILS TO THIS APPLICATION.** Failure to accurately furnish the information is grounds for denial or revocation.
16. I have completed the minimum 9 hours of continuing education as required for the 2018 continuing education cycle. **OR** Yes No
 If you are a **reciprocal/non-resident** licensee, have you met the continuing education hours of your resident jurisdiction?
17. I certify that I have read this application, that the above information is true and correct, and that I have complied with all license requirements.

Dated: _____ Licensee's Signature: _____

TO BE COMPLETED BY DESIGNATED BROKER

The Designated Broker is required to certify that each renewing licensee has met all continuing education (ce) requirements for renewing the license. The Designated Broker may not certify that a licensee is in compliance with the ce requirements until the licensee has actually completed the ce hours. The licensee's continuing education slips should NOT be submitted to the ND Real Estate Commission at renewal time. The licensee and the Designated Broker must retain copies of all education forms and certificates for their own records. All education records are subject to random audit by the ND Real Estate Commission and course completion records for those individuals selected must be submitted to the ND Real Estate Commission upon request.

I certify that the licensee listed above is in compliance with the continuing education requirements as required in NDCC 43-23-13.1.

Designated Broker's Signature: _____ Date signed: _____