

MAILING ADDRESS:
TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188



OFFICE ADDRESS:
TEXAS REAL ESTATE COMMISSION
1101 Camino La Costa
Austin, Texas 78752
Telephone: (512) 459-6544 or
1-800-250-TREC (8732)

APPLICATION FOR LATE RENEWAL OF REAL ESTATE BROKER LICENSE BY A CORPORATION

(PLEASE READ ALL INFORMATION CAREFULLY)

A certified copy of the ORIGINAL "Articles of Incorporation" or "Certificate of Formation" and all amendments, and an ORIGINAL "Certificate of Existence", "Certificate of Status", or "Certificate of Fact" must accompany this application. The "Certificate of Existence", "Certificate of Status", or "Certificate of Fact" is issued by the TEXAS SECRETARY OF STATE in Austin and will not be accepted if it is dated more than 21 days prior to the date of this application. A current "Certificate of Good Standing" must be provided with this application as evidence that there is no delinquent tax owed the State under Chapter 171, Tax Code. This certificate is available from the STATE COMPTROLLER'S OFFICE. The corporation must designate an officer to act for it who is licensed as an active Texas real estate broker.

If the designated officer has defaulted on a student loan with the Texas Guaranteed Student Loan Corporation (TG) and is not currently making payments under a repayment agreement, contact the Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100, Telephone: 1-800-252-9743, BEFORE filing an application. State law prohibits renewing a license after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. A renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan.

NOTE: THIS APPLICATION MUST BE FILED WITH THE CORRECT FEE.

- **IF THE LICENSE EXPIRED HAS BEEN EXPIRED 90 DAYS OR LESS THE LATE RENEWAL FEE IS \$134. THE LICENSE ISSUED FROM THIS APPLICATION WILL BE VALID FOR TWO YEARS.**
- **IF THE LICENSE HAS BEEN EXPIRED MORE THAN 90 DAYS, BUT LESS THAN ONE (1) YEAR, THE LATE RENEWAL FEE IS \$164. THE LICENSE ISSUED FROM THIS APPLICATION WILL BE VALID FOR TWO YEARS.**
- **SUBMIT ONLY ONE CHECK OR MONEY ORDER IN THE EXACT AMOUNT OF \$134 OR \$164 MADE PAYABLE TO THE TEXAS REAL ESTATE COMMISSION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE THIS APPLICATION TO BE RETURNED.**

NOTICE FOR APPLICANTS FILING ON OR AFTER JANUARY 1, 2008

If the corporation's application is filed on or after January 1, 2008 the corporation is required by law to have the designated officer's fingerprints on file with the Department of Public Safety for TREC. Fingerprints on file for other agencies will not be accepted. The corporation's license will issue once all licensing requirements are met and TREC receives confirmation from DPS that the required fingerprints are on file. These fingerprints will be valid for subsequent renewals unless the designated officer is changed. The designated officer must present a completed FAST Pass at the time of fingerprinting. For directions on how to download a FAST Pass and make an appointment to get the fingerprints taken go to <http://www.trec.state.tx.us/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. The corporation must pay a license application fee AND a fingerprinting fee.

The application process must be completed and the fingerprints must be on file within six months after the date the application is filed with TREC or it will expire.

Check the TREC web site at www.trec.state.tx.us for updates on the fingerprinting requirement.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect**



Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188
Web Site: <http://www.trec.state.tx.us>

APPLICATION FOR:
LATE RENEWAL OF REAL ESTATE BROKER LICENSE BY A CORPORATION

FEE	REGISTER NUMBER	AMOUNT	MONEY TYPE
If License has been expired 90 days or less		\$134.00	
If License has been expired more than 90 days		\$164.00	

License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. Name of Corporation:

2. Corporation's Broker License Number:

3. License Expiration Date:

A certified copy of the ORIGINAL "Articles of Incorporation" or "Certificate of Formation" and all amendments, and an ORIGINAL "Certificate of Existence," "Certificate of Status," or "Certificate of Fact" must accompany this application. The "Certificate of Existence," "Certificate of Status," or "Certificate of Fact" is issued by the TEXAS SECRETARY OF STATE in Austin and will not be accepted if it is dated more than 21 days prior to the date of this application. A current "Certificate of Good Standing" must be provided within 21 days with this application as evidence that there is no delinquent tax owed the State under Chapter 171, Tax Code. This certificate is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS. The corporation must designate an officer to act for it who is licensed as an active Texas real estate broker.

NOTE: THIS APPLICATION MUST BE FILED WITH THE CORRECT FEE.

- IF THE LICENSE HAS BEEN EXPIRED 90 DAYS OR LESS, THE LATE RENEWAL FEE IS \$134. THE LICENSE ISSUED FROM THIS APPLICATION WILL BE VALID FOR TWO YEARS.
- IF THE LICENSE HAS BEEN EXPIRED MORE THAN 90 DAYS, BUT LESS THAN ONE (1) YEAR, THE LATE FEE IS \$164. THE LICENSE ISSUED FROM THIS APPLICATION WILL BE VALID FOR TWO YEARS.
- SUBMIT ONLY ONE CHECK OR MONEY ORDER IN THE EXACT AMOUNT OF \$134 OR \$164 MADE PAYABLE TO THE TEXAS REAL ESTATE COMMISSION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE THIS APPLICATION TO BE RETURNED.

4. Corporation's Employer Identification Number:

5. Corporation's Comptroller Payee Identification Number (if no number, write NONE):

6. Business Address (Main Office): **STREET ADDRESS MUST BE DESIGNATED BELOW.**

Number, Street and Apt. No.

City

State

Zip Code

Area Code

Phone Number

FAX Number:

Area Code

Phone Number

E-mail Address

The following three (3) questions pertain to the designated officer of the corporation.

15. Full Name of the designated officer:

16. Office held (MUST BE President, Vice-President, Secretary, or Treasurer):

17. Designated officer's Texas real estate broker license number:

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

Fee Breakdown *License has been expired 90 days or less*

		Application Processing Fee as follows:
	\$4.00	Advisor Subscription (2 yr.)
	\$90.00	TREC Application Fee
	\$40.00	Real Estate Center at Texas A&M University
Total Amount	\$134.00	

License has been expired more than 90 days

		Application Processing Fee as follows:
	\$4.00	Advisor Subscription (2 yr.)
	\$120.00	TREC Application Fee
	\$40.00	Real Estate Center at Texas A&M University
Total Amount	\$164.00	

ALL FEES LISTED ABOVE ARE NONREFUNDABLE

ONLY FEES PERTAINING TO THIS APPLICATION SHOULD ACCOMPANY THE APPLICATION. **ALL REQUIRED FEES MUST BE SUBMITTED AT THE TIME OF FILING AN APPLICATION.** AN APPLICATION RECEIVED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. The fees should be submitted in the form of **ONE CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to the Texas Real Estate Commission.

CERTIFICATION

I certify that the information reflected in this application is true and correct to the best of my knowledge. I further certify that the corporation has complied with all statutes, rules and regulations required of it to conduct business in this state. I authorize the Texas Real Estate Commission to conduct any investigations of the corporation which it deems prudent. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I further understand that all information submitted in conjunction with this application may become a public record. If granted a license, the corporation will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission. **THE CORPORATION WILL NOT ENGAGE IN ANY REAL ESATE BROKERAGE ACTIVITY UNTIL THE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN THE POSSESSION OF THE CORPORATION.**

Date Signed

Signature of the Designated Officer of the Corporation

Typed or Printed Name of the Designated Officer of the Corporation

IMPORTANT INFORMATION TO BE USED IN COMPLETING THIS APPLICATION CAN BE FOUND ON THE REVERSE OF THIS PAGE. PLEASE READ ALL INFORMATION CAREFULLY.

IMPORTANT INFORMATION - PLEASE READ THIS CAREFULLY

1. The Real Estate License Act requires the corporation to designate an officer to act for it. This officer must be licensed as an active real estate broker.
2. A certified copy of the ORIGINAL "Articles of Incorporation" or "Certificate of Formation" and all amendments, and an ORIGINAL "Certificate of Existence", "Certificate of Status", or "Certificate of Fact" must accompany this application. The certificate, which is issued by the TEXAS SECRETARY OF STATE in Austin, will not be accepted if dated more than 21 days prior to the date of this application.
3. A current "Certificate of Good Standing" (dated within 21 days prior to the date of this application) must be provided with the application. This certificate is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS in Austin.
4. BUSINESS ADDRESS: This is the address that will be printed on the license unless a change is specifically reported IN WRITING to the Commission. A business address MUST be furnished.
5. Only fees pertaining to THIS APPLICATION should accompany this application.
6. Please ensure the following:
 - a. all information is printed in ink or typewritten;
 - b. all requested information is provided;
 - c. all questions have been answered;
 - d. all required original signatures and dates of signing are in place (**do not** use signature stamps); and
 - e. a single check/money order payable to the Texas Real Estate Commission is enclosed.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN SIX (6) MONTHS OF THE FILING DATE, THE APPLICATION TERMINATES.