

MREC ACCEPTING ONLINE RENEWALS FOR 2016

In addition to paper renewal submission by mail, the MREC will once again be accepting online renewals for the 2016 renewal period. License renewal FOR BROKERS and ENTITIES began in April 2016 with a deadline to renew by June 30, 2016, however the online system for brokers and entities will only be available until 7:00 p.m. on June 30th due to fiscal year end. License renewal FOR SALESPERSONS begins in late July 2016 with a September 30, 2016 deadline.

In order to renew online, address and name information must be current, and continuing education courses must be on file with the MREC.

A pin number and your license number will be needed to access the Division's online system. Your pin number and license number will be included on your paper renewal application which will be mailed approximately 2 months prior to license expiration.

When renewing online you will have several electronic payment options (credit card, debit card, electronic bank draft/check). Along with the renewal fee, a processing fee will be charged by the vendor who processes your payment. The vendor processing fee is \$.50 plus a percentage determined by your renewal fee ranging from an additional \$1.00 – \$4.35 (example: cost of Missouri broker to renew online – Missouri Resident Broker Renewal Fee \$50; processing fee \$.50 plus \$1.25 = \$51.75).

Confirmation will be provided when the online renewal is complete (you must have an email account), however please note that **CONFIRMATION OF A COMPLETE RENEWAL DOES NOT MEAN YOUR LICENSE IS RENEWED, ONLY THAT IT HAS BEEN RECEIVED. Your license cannot be issued until the broker or both the entity and designated broker have renewed.** You may use the Commission's web site at www.pr.mo.gov/realestate.asp to verify that your license has been renewed. To access the MREC search, click on the "Licensee Search" link on the left side of the screen, select "Licensee Name", enter your name in the box provided (example: Doe, John) and click the Search button. Click on "Detail" to verify your expiration date has changed to 2018.

If you plan to renew online, please carefully review the attached information.

BEFORE YOU CAN RENEW ONLINE

You will not be able to renew online until the Commission is in receipt of the following:

- Current and up-to-date personal information such as name and address. Click [here](#) to update your records. (Please allow 24 hours for the information to be updated before attempting to renew online) and
- Completion of the continuing education requirement; and

To avoid delays, advise the Commission of name and address changes immediately. Schedule your CE classes TODAY. Don't wait! As always, you still have the option to submit a paper renewal and attach any requested information.

Your pin number and license number, which are included on your paper renewal notice, will be needed to access the system.

IMPORTANT REMINDERS

- You CANNOT make address or name changes through the online renewal system. Submit your address and/or name change notification at www.pr.mo.gov/realestate.asp. Renewing your license with incorrect information is a violation of the regulations. Remember, you are attesting that the information is correct. You MUST first make changes or you can submit a paper renewal and include your changes.
- You CANNOT renew online until your continuing education is complete and on file with the MREC. Remember, schools have 10 days to furnish course completion information to the Commission. Therefore if you complete your continuing education courses late in the renewal period, the possibility of being able to renew online decreases.
- You CANNOT transfer your license from one broker to another through the online renewal process. To renew and transfer simultaneously, the applications must be mailed to the Commission.
- You CANNOT change your license status through the online renewal process. If attempting to renew and change status simultaneously, the applications must be mailed to the Commission.
- Late renewals are subject to a \$50 per month or partial month penalty, up to a \$200 maximum.
- Late renewals cannot be submitted online.
- Due to fiscal year end, the online renewal system for brokers and entities will only be available until 7:00 p.m. on June 30, 2016. The online renewal system for salespersons will be available until midnight on September 30, 2016

ONLINE RENEWAL INSTRUCTIONS

Below are step-by-step instructions to renew your real estate license online once you have received your paper renewal that includes your license number and pin number.

Go to <https://renew.pr.mo.gov> and select the link for online renewal.

Registration/Renewal – Review the processing fee information. Click CONTINUE.

Step 1: Log in using your pin number and license number. (These items are included on the renewal application that you received in the mail.) Click CONTINUE.

Step 2: Verify your name, social security number, address, phone number and e-mail address. If any of the information is incorrect, you may submit any needed changes at <http://pr.mo.gov/realestate-coa.asp>. Allow 24 hours for records to be updated before again attempting online renewal. Do not renew until this information is correct. **By renewing online, you are certifying that all information is current and correct. Renewing your license with incorrect information is a violation of the regulations.**

Step 3: Review the statements carefully. Check the box if you agree with ALL statements. Click CONTINUE. (If you do not agree with ALL statements, you must submit a paper renewal.)

Step 4: Review your total fees, select a payment type and click CONTINUE.

Step 5: Review the Fee Summary and provide your payment information. Click CONTINUE.

Step 6: Review payment information and click PROCESS PAYMENT.

Step 7: Review the renewal application confirmation information and print for your records. **Please note this is only confirmation that a complete renewal has been received; it does not mean your license is renewed. Your license cannot be renewed until the broker or both the entity and designated broker have renewed.**

Step 8: Continue to monitor the Commission's website, <https://renew.pr.mo.gov/realestate-license-search.asp>, or check with your broker to verify that your 2016 license has been received so you may continue working. **You may not practice after the license expiration (June 30, 2016 for brokers and entities and September 30, 2016 for salespersons) unless your license expiration date reflects a 2016 expiration date.**

Online Renewal Questions?
Email us at: realestate@pr.mo.gov
Subject: Online Renewal

IMPORTANT RENEWAL REFERENCE INFORMATION

INITIAL RENEWAL NOTICE TO BE MAILED:

Brokers – Late April 2016

Salespersons – Late July 2016

TARGETED RETURN DATE:

Brokers – June 1, 2016

Salespersons – September 1, 2016

EXPIRATION DATE:

Brokers – June 30, 2016

Salespersons – September 30, 2016

LICENSE RENEWAL FEES:

Brokers – Missouri Resident - \$50

Brokers – Nonresident - \$150

Entity – Missouri Resident - \$50

Entity – Nonresident - \$150

Salespersons – Missouri Resident - \$40

Salespersons – Nonresident - \$100

LATE FEES:

\$50 per month or partial month, maximum of \$200 (Late fees are NOT prorated, i.e. broker renewal postmarked July 1 – July 31, 2016 owes \$50 late fee.)

LATE RENEWALS:

If a renewal application is postmarked after the deadline, the MREC's records will reflect a break in licensure between the renewal expiration date and the date the renewal is actually received. By law, you cannot perform real estate activities unless you can prove you are duly licensed. Furthermore, you and your broker are subject to discipline by the Commission if you engage in real estate activities at a time when you were not properly licensed.

DUPLICATE RENEWALS:

If you are unable to locate your renewal notice, you can request a duplicate renewal application on our website, www.pr.mo.gov/realestate.asp, by clicking on the Duplicate Renewal Request icon.

OVERNIGHT DELIVERY ADDRESS:

Missouri Real Estate Commission Renewal

3605 Missouri Boulevard

Jefferson City MO 65109