



2023-2025 REINSTATEMENT APPLICATION

Reinstatement Instructions/Requirements:

- Check or money order or via Document Submission (no cash made payable to LLR–Real Estate Commission. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Your reinstatement application must be postmarked on or before December 31, 2023.
After December 31, 2023, the license is canceled and licensees must reapply for licensure.
- Licenses who fail to renew by June 30, 2023 may not engage in practice per S.C. Code Ann. §§ 40-57-20 and 40-57-780.
- If you have had a legal name change since your initial licensure or since your last renewal, please attach an updated copy of your Photo ID and legal documentation with this renewal form (marriage certificate, divorce decree, court documentation).
- If you are active duty military, you are exempt from continuing education requirements and license fees during the period of service. Military renewals are to be submitted via Document Submission.
- Continuing Education. Proof of meeting the required continuing education must be submitted with the reinstatement application. Commission office accepts the following as proof: Continuing education course completion certificates, or CE Broker print off showing compliance.

Renewal fee plus pro-rated Reinstatement fee (*pro-rated fee determined by postmarked date*)

License Type	Active License Renewal Fee	Inactive License Renewal Fee	Reinstatement Fee (July 1 – December 31)
Broker-in-Charge (per office)	\$75	NA	\$15 per month (max total: \$165)
Broker	\$55	\$55	\$15 per month (max total: \$145)
Property Manager-in-Charge (per office)	\$75	NA	\$15 per month (max total: \$165)
Property Manager	\$55	\$55	\$15 per month (max total: \$145)
Salesperson	\$45	\$45	\$15 per month (max total: \$165)

LICENSEE INFORMATION

Licensure Type (check one): Broker Broker-in-Charge Salesperson
 Property Manager Property Manager-in-Charge

Licensure Status (check one): Active Inactive

Name: _____ License No.: _____

Since you were licensed, have you legally changed your name? Yes No Prior Name: _____
If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
 (If different than above)

Phone No.: _____ Email: _____
 (Required)

For Broker, Property Manager, or Salesperson Only

Per S.C. Code Ann. §§ 40-57-330(B) and 40-57-510(E), associated licensees must be appropriately licensed under a broker-in-charge or property manager-in-charge to retain active licensure. If this section is left blank, the license will be placed into Inactive status.

Name of the Supervising Broker-in-Charge or Property Manager-in-Charge: _____

Company Name: _____ Office Code: _____

For Broker-in-Charge or Property Manager-in-Charge Only (Submit additional sheets if needed.)

Number of Offices Supervising: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

Company Name: _____ Office Code: _____

PERSONAL HISTORY QUESTIONS

Answer the following questions. A detailed written explanation or updated documentation is required for “Yes” answers.

- 1. Since you last renewed your license (or applied for your initial license), has any disciplinary action been taken against you by a professional licensing board or entity in any state that has not been previously disclosed? Yes No
- 2. Since you last renewed your license (or applied for your initial license), have you been convicted of, pled guilty or nolo contendere to a crime (other than a minor traffic offense) that has not been previously disclosed? Yes No
- 3. Since you last renewed your license (or applied for your initial license), has there been any change in the status of your lawful presence in the United States? (i.e. naturalization, received a renewed permanent resident card) Yes No

CONTINUING EDUCATION (CE)

Licensees are required to submit their continuing education hours to CE Broker prior to renewing. You may activate your free CE Broker account using the following link: www.cebroker.com/sc/account/basic.

Have you completed the required number of continuing education hours for the current CE cycle (July 1, 2021 to June 30, 2023) Yes No

Unless an exemption or exception applies, salesperson and broker licensees must have earned 10 hours total of continuing education, including mandatory/core courses, since you last renewed or reinstated your license. Per S.C. Code Ann. § 40-57-340(B)(1)(e), if you have an experience-based partial continuing education waiver because you have a minimum of twenty-five years of licensure in South Carolina, you must still take mandatory/core course hours.

If No, please check one of the following:

- I am reinstating as Inactive license status
- I am permanently exempt (letter issued prior to January 1, 2017, or at least 65 years of age and have been licensed in South Carolina for at least 25 years).
- I am a non-resident and met the CE requirements of my jurisdiction of residence.
- I am a salesperson and completed a 30 hour Broker A or Broker B qualifying course since last renewal.
- I am an approved instructor and received MCE credit for courses I have taught.
- I am licensed as a property manager or active duty military (orders included).

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately and completely. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

Signature: _____ Date: _____

PRIVACY NOTICE

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.