

Indiana Professional Licensing Agency
 Real Estate Commission (Group 09)
 402 W. Washington St. Room W072
 Indianapolis, IN 46204



Name:

Address

Street:

City:

State:

Zip Code:

Information regarding the renewal process is below. To renew by mail - please return this entire page to the address above after answering all questions on the form. Be sure to enclose the renewal fee (\$64.25). Checks should be made payable to: "Indiana Professional Licensing Agency". Please include \$50.00 late fee if postmarked after 6/30/2011.

Broker Renewal Form		
DATE EXPIRES	RENEWAL FEE	PLEASE SELECT ONE OF THE FOLLOWING: <input type="checkbox"/> I wish to have my license remain in the same status. <input type="checkbox"/> I wish to have my license CHANGED to Inactive status.
LICENSE NUMBER	STATUS	
Name: Address Street: City: State: Zip Code:		Please Circle your answer to ALL four (4) of the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to any question, please attach a signed affidavit and/or court documents.) 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined <i>or</i> are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law <i>or</i> are criminal charges pending? YES NO 4. You may not renew your license until you have completed the <u>required</u> continuing education. Have you <u>failed</u> to complete the continuing education required to renew your license? YES NO <u>Inactive Status does not require continuing education.</u>
<u>HOME ADDRESS CORRECTION:</u>		
You must sign and date below. By signing this form, you are attesting that the information on this renewal is true and correct and that you have met all required continuing education hours if applicable. This form will be returned if it is not correctly completed which will delay the renewal.		
Signature _____ Date _____ Email Address _____		

- **Renew Online:** Go to www.pla.in.gov and select the License Express link. Your Login ID is your primary license number. Password is the last four digits of your social security #. You can update your address and other demographic information during the renewal or any other time by logging in to your records online.
- **Active Status:** If your current license status is "Active", and you wish to renew under that same status, you must have completed the continuing education requirement. If you hold an "Active" license and have not completed the continuing education requirements necessary to renew the license in "Active" status, you must renew your license under the "Inactive" status.
- **Inactive Status:** If your current license status is "Inactive", you must renew the license under that same status. If you wish to change the status from "Inactive" to "Active", you will need to obtain a License Activation Application online AFTER you have renewed the license under the current "Inactive" status. Under "Inactive" status, you are not required to complete the continuing education requirements and the Commission will hold your license. You may not practice as a real estate broker while under this license status. To activate an inactive license, you must obtain 6 mandatory hours of continuing education and (10) elective hours in addition to filing the License Activation Application
- **Referral Status:** If you wish to place your license into referral status, please also include a completed Reassignment form with this renewal application.
- **Continuing Education:** CE Requirements are viewable online at www.pla.in.gov. Under "Inactive" status, you are not required to complete continuing education and the Commission will hold your license.
- **Name Changes** must be done in writing – include a copy of a legal change document (marriage license, divorce decree, new social security card) and mail to the address above. Be sure to include your license number.
- If you have questions, please feel free to contact the Indiana Real Estate Commission by email at pla9@pla.in.gov or by phone at (317) 234-3009.