REC/ZSU

For Division Use Only

State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
REAL ESTATE COMMISSION
550 West 7th Avenue, Suite 1500
Anchorage, AK 99501
Phone: (907) 269-8162 ★ Fax: (907) 269-8196
E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/

BIENNIAL REAL ESTATE BROKER-LIMITED LICENSE RENEWAL APPLICATION

February 1, 2016 through January 31, 2018

IT IS TIME TO RENEW YOUR REAL ESTATE BROKER-LIMITED LICENSE

Your license to practice as a real estate broker-limited in the State of Alaska lapses after January 31, 2016. It is illegal for you to practice if your license has lapsed. To renew your license for the period February 1, 2016 through January 31, 2018 return this ***signed*** application to the above address with a check or money order payable to the State of Alaska, or use the attached credit card payment form. Incomplete applications or insufficient fees will result in the renewal being rejected.

FOR IMMEDIATE PROCESSING *RENEW ONLINE* !
To renew online go at www.commerce.alaska.gov/occ, click on Professional Licensing Section, and select Real Estate Commission from the licensed professions drop-down menu.
ONLINE RENEWAL WILL NOT BE AVAILABLE AFTER JANUARY 31, 2016.

RENEWAL DUE DATE - The processing time for a correct and completed renewal application can be three to four weeks after receipt. Plan accordingly to ensure processing by the lapse date of January 31, 2016. Renewal applications received by mail will be renewed effective as of the postmark on the envelope. **There is no grace period;** all licenses not renewed by January 31, 2016 will lapse.

Make checks payable to the State of Alaska, or use the attached credit card payment form.	
CHECK APPROPRIATE LICENSE STATUS BOX	☐ **ACTIVE LICENSE: $355.00** ($325.00 Licensing Fee + $30.00 Recovery Fund Fee) (for information about changing from active to inactive status see page 5 of this form) ☐ **INACTIVE LICENSE: $325.00** (No recovery fund fee required until activated)

PERSONAL INFORMATION (print legibly):

Full Legal Name:	Last First Middle	**AREC License Number:**	
Mailing Address: **Is this a change of address?** ☐ **Yes** ☐ **No**	Address City State Zip Code		
Daytime Phone:		**Date of Birth:**	
E-Mail Address:			
Office Name:			
APPLICANT: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure. (per AS 08.01.100)	Social Security Number		
Would you like to be placed on the AREC Listserv to receive Commission e-news?	☐ Yes ☐ No		

CONTINUED ON NEXT PAGE

PROFESSIONAL FITNESS: The following questions **must** be answered. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.). "Yes" answers may not automatically result in license denial. **Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.**

	YES	NO
Since the date of your last application, have you been convicted of a crime or are you currently charged with committing a crime? For the purpose of this question, "crime" includes a misdemeanor, felony, or a military offense. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere, or no contest, or having been given probation, a suspended imposition of sentence (SIS), or a fine.	☐	☐
2. **Since the date of your last application**, have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement, other disciplinary or license action?	☐	☐
3. **Since the date of your last application**, have you had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, other disciplinary or license action in the state or in any other jurisdiction?	☐	☐
4. **Since the date of your last application**, have you had a fidelity bond denied or revoked?	☐	☐
5. **Since the date of your last application**, have you been the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?	☐	☐
6. Since the date of your last application, have you had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?	☐	☐
7. **Have you attached required documentation for any "Yes" answers for questions 1 – 6?** *(Check "No" if you have not answered yes to any question.)*	☐	☐

CONTINUING COMPETENCY: Your license cannot be renewed unless you have met the continued competency requirements in 12 AAC 64.071 "License Renewal," and 12 AAC 64.500 "Continuing Education Requirements" (see enclosed copy of regulations).

AFFIDAVIT OF CONTINUING EDUCATION

BY CHECKING THE BOXES BELOW YOU ARE VERIFYING YOUR COMPLIANCE WITH THE CONTINUING COMPETENCY REQUIREMENTS OF ARTICLE 8 OF 12 AAC 64 DURING THE LICENSE PERIOD OF FEBRUARY 1, 2014 THROUGH JANUARY 31, 2016, AND THAT YOU HAVE DOCUMENTATION OF ATTENDANCE OF COURSES AS DESCRIBED IN 12 AAC 64.071, WHICH YOU WILL FURNISH TO THE REAL ESTATE COMMISSION IF REQUIRED TO DO SO.

Continuing Education (CE) includes: 8 hours of Designated topics (DCE) and 12 hours of Elective topics (ECE) for 20 total hours of CE.

Designated Continuing Education (DCE): 8 hours completed between February 1, 2014 and January 31, 2016

ü Check the boxes to confirm your designated continuing education:

- ☐ Landlord Tenant Act – Basics for all licensees (topic 1, 2, 6, 15, 20) - 2 hours
- ☐ Current Alaska Real Estate Legal and Ethical Issues (topic 4, 9, 18, 25, 30, 33, 35) – 2 hours
- ☐ Contracts & Real Estate License Law (topic 2, 6, 15, 25, 33) – 2 hours
- ☐ Consumer Protection (topic 2, 4, 6, 9, 18, 24, 25, 30, 41) – 2 hours

Elective Continuing Education (ECE): 12 hours completed between February 1, 2014 and January 31, 2016

ü Check the box to confirm your elective continuing education:

☐ In addition to completing the above mandatory 8 hours, I confirm that I completed at least 12 hours of elective topics between February 1, 2014 and January 31, 2016.

WARNING: Per 12 AAC 64.160, making false or fraudulent representation or material misstatement on an application for a license, renewal, or examination is grounds for revocation, suspension or denial of a license. The person may also be subject to criminal charges for perjury or unsworn falsification (AS 11.56.210 and AS 11.56.230).

I certify under penalty of unsworn falsification that the information in this application is true and correct.

SIGN HERE ➡ _____

Signature of Applicant

Date: _____

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BIENNIAL LICENSE RENEWAL
VERIFICATION OF BROKER OFFICE INFORMATION

Please complete a verification page for your main and branch offices operating under your Real Estate Broker's license. This page is used for verification of information on file at the Real Estate Commission (REC) office.

- **This form may be used to change the general office information only (i.e. physical location, mailing address, telephone number, fax number, and trust account information). Changes in business name, ownership, broker or associate broker-in-charge require additional forms and fees.**

This page contains information about my: ☐ Main Office ☐ Branch Office

Business Name:_____

Physical Location:_____

Mail Address:_____

City:_____ Zip Code:_____

Telephone Number:_____ Fax Number:_____

Bank Name:_____

Trust Account Name(s):_____

Trust Account Number(s):_____

Ownership:

☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Limited Liability Company

If a partnership, list partners:_____

If corporation, list corporate name and entity number:_____

Broker of record (print or type name):_____

Associate Broker of record if branch office (print or type name): _____

I certify that the office information provided above is true and correct.

Broker Signature:_____ Date: _____

- **Please Note:** Alaska Statutes require a business to obtain a business license before engaging in business in the State of Alaska. Sole proprietorships, partnerships, corporations, LLPs, LLCs and other types of businesses must hold an Alaska Business License in addition to any other permits or professional licenses that may be required.

  Current Business License # _____ Expiration Date: _____

GENERAL INFORMATION

RENEWAL DUE DATE - The processing time for correct and completed renewal applications is three to four weeks after receipt if you renew by mail. If you renew online, licenses will be mailed within 3-4 days from your completed transaction date.

NAME CHANGE - If you have had a legal name change since your last license was issued, please enclose a completed Change of Name, available on the division's website *www.commerce.alaska.gov/occ*, form and a copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change.

LAPSED LICENSE - If you choose to not renew your license by January 31, 2016, it will lapse. You may reinstate a lapsed license after satisfying the requirements in AS 08.88.241, 12 AAC 64.071 and pay a $250 REINSTATEMENT FEE per 12 AAC 64.360(11). If a license has been lapsed for more than two years, it cannot be reinstated.

SOCIAL SECURITY NUMBERS - Under AS 08.01.100(e) a license may not be renewed if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form Request for Exception from Social Security Number Requirement located on the division's web site at: *www.commerce.alaska.gov/occ* or contact the Commission for the form.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS - If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

PUBLIC INFORMATION - Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing address, is available on the division's web site at: *www.commerce.alaska.gov/occ* under License Search.

BUSINESS LICENSES - Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 269-8160 or visit the Business Licensing Section at *www.commerce.alaska.gov/occ*.

RANDOM AUDIT - The division will audit a percentage of license renewals. If your license is randomly selected for audit, you will be mailed a letter and required to submit copies of documentation and proof you have satisfied the continued competency requirements as stated on your renewal form. Save your documents for at least four years so you can respond to audits. (AS 08.88.091(d) and 12 AAC 02.960).

ALASKA REAL ESTATE COMMISSION LISTSERV - Subscribe to the Alaska Real Estate Commission electronic mailing list and receive: meeting agendas, meeting minutes, REC updates, position statements, and notice of regulation changes. Visit the Commission web site at *www.commerce.alaska.gov/occ* to sign-up. You may cancel your subscription at any time by unsubscribing.

PLEASE NOTE

If your license lapses and you wish to reinstate, you may do so, however, **you must pay the license fee and recovery fee for the license period 02/01/2016 through 01/31/2018, as well as a $250 reinstatement fee.** You must also submit copies of your certificates for the required 20 hours of continuing education (CE) completed during the licensing period 02/01/2014 through 01/31/2016. If applicable, submit proof of completion of Post Licensing Education (PLE).

Biennial License Renewal: Real Estate

Instructions

- **Complete, sign, and submit** your renewal application to the Alaska Real Estate Commission, the address is listed on page 1, to renew your license for the period from February 1, 2016 through January 31, 2018.
- Include a check or money order for the fees appropriate to your renewal; **Make payable to the STATE OF ALASKA (SOA).**
- **Complete, sign and attach the "AFFIDAVIT OF CONTINUING EDUCATION"** form with your renewal application.

Clarifications

- Your license to practice real estate in the State of Alaska lapses after January 31, 2016. It is illegal for you to practice real estate if your license has lapsed.
- **THERE IS NO GRACE PERIOD.**
- Incomplete, unsigned applications or insufficient fees will result in your renewal being rejected.

  If you want to change from Active to Inactive status or transfer to a different office, a separate form and a separate fee are required. Real Estate forms are available on request at (907) 269-8162 in Anchorage or online at *www.commerce.alaska.gov/occ.*

To Renew and Remain an Active Licensee

STEP 1: Complete, sign, and submit a renewal application form.

STEP 2: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 3: Enclose a check or money order, payable to the **State of Alaska** (SOA), in the amount of **$355.00** ($325.00 for the licensing fee and $30.00 for the recovery fee).

To Renew and Remain an Inactive Licensee

STEP 1: Complete, sign, and submit a renewal application form to renew inactive.

STEP 2: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 3: Enclose a check or money order, payable to the **State of Alaska** (SOA), in the amount of **$325.00** for the licensing fee only (no recovery fee is required in an inactive status).

To Change from Active to Inactive Status and Renew Inactive

STEP 1: Complete, sign and submit an "Application to Change License Status" to change your status from Active to Inactive. (This form is available on the AREC web site at *www.commerce.alaska.gov/occ*)

STEP 2: Complete, sign and submit a renewal form.

STEP 3: Confirm that you are in compliance with all continuing competency requirements. **DO NOT SEND** CE certificates or copies of your CE certificates.

STEP 4: Enclose a check or money order, payable to the **State of Alaska** (SOA) in the amount of **$450.00** ($125.00 inactivation fee and $325.00 for the licensing fee, no recovery fee is required to renew in an inactive status).

Non-renewal leads to lapsed license

- If you choose not to renew by January 31, 2016, your license will go into a lapsed status. **YOU CANNOT PRACTICE REAL ESTATE IF YOUR LICENSE IS LAPSED.**
- Unless you reinstate your license, it will remain in a lapsed status until the next renewal date, January 31, 2018, at which time it will expire and a new license will be required to practice real estate.

► If your license lapses and you wish to reinstate, you may do so, however, **you must pay the license fee and recovery fee for the license period February 1, 2016 through January 31, 2018, as well as a $250 reinstatement fee.** You must also submit copies of your certificates of completion for the required 20 hours of continuing education (CE) completed during the licensing period February 1, 2014 through January 31, 2016. If applicable, submit proof of completion of Post Licensing Education (PLE).

Biennial License Renewal: Real Estate

Alaska Administrative Code: Title 12, Chapter 64: Real Estate Commission

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Title 12, Chapter 64, Article 02: Licensing
12 AAC 64.071. LICENSE RENEWAL.

(a) Except as provided in (g) of this section, all licenses lapse January 31 of every even-numbered year unless renewed under this section and in accordance with AS 08.88.091, 08.88.171, and 08.88.251. A renewal reminder document will be provided to each licensee with a current expiration date at least 60 days before the renewal date.

(b) An applicant for renewal of an active license shall submit to the department, by the date the license lapses,
- (1) a completed renewal application on the form provided by the department;
- (2) the license renewal fee established in 12 AAC 02.360;
- (3) the recovery fund fee established in 12 AAC 64.073; and
- (4) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.

(c) An applicant for renewal of an inactive license shall submit to the department, on or before the date the license lapses,
- (1) a completed renewal application on the form provided by the department;
- (2) the license renewal fee established in 12 AAC 02.360; and
- (3) certification that the applicant has satisfied the continuing education requirements of AS 08.88.091(d) and 12 AAC 64.500.

(d) A license lapses if an application for renewal either has not been received by the department or is not complete by the date the license is to lapse.

(e) A lapsed license will be reinstated only as an active license according to the provisions of this section.

(f) A licensee may be inactive for an entire licensing period and reactivate without paying the recovery fund fee established in 12 AAC 64.073 if the licensee's inactive license dates coincide exactly with the dates of a biennial licensing period.

(g) Except for an initially-issued license that has lapsed under (a) of this section, an initially-issued license lapses 395 days after issuance unless the real estate licensee meets the requirements of 12 AAC 64.064.

Title 12, Chapter 64, Article 08: Continuing Education Requirements
12 AAC 64.500: Continuing Education Requirements

(a) For the purposes of AS 08.88.091(d), the commission will accept only those continuing education courses that meet the Real Estate education standards of 12 AAC 64.400 – 12 AAC 64.470, including courses in the following subject areas:

(1) agency relationships;
(2) closing transactions;
(3) common interest ownership and resale certificates required under AS 34.08.590;
(4) communications, negotiations, and real estate counseling skills;
(5) repealed 6/28/97;
(6) contracts;
(7) energy conservation;
(8) health, safety, and environmental issues, and compliance with 42 U.S. C. 12101 – 12213 (Americans with Disabilities Act of 1990);
(9) fair housing and equal opportunity laws;
(10) financing real estate;
(11) foreclosure, judgments, and bankruptcy;
(12) international real estate transactions;
(13) land use, planning, zoning, and building codes;
(14) legal descriptions;
(15) listing responsibilities;
(16) marketing property;
(17) new construction;
(18) prohibited conduct;
(19) property disclosure and inspections;
(20) residential property management
(21) property valuation;
(22) real estate brokerage management;
(23) real estate investment analysis;
(24) real estate property law;
(25) real estate license law;
(26) securities;
(27) title insurance and lien law;
(28) trust account management;
(29) trusts, estates, and probate;
(30) ethical decision-making in real estate transactions;
(31) community association management;
(32) community association documents;
(33) risk management;
(34) Alaska landlord tenant law;
(35) customer client service;
(36) commercial property management; and
(37) tax law and exchanges;
(38) broker disclosure responsibility; and
(39) broker supervision;
(40) broker trust account responsibility; and
(41) organizing and managing real estate office.

CONTINUED: Alaska Administrative Code: Title 12, Chapter 64.500 Real Estate Commission

(b) An applicant for renewal of a broker, associate broker, or salesperson license must complete the following continuing education contact hours during the concluding licensing period:
  (1) an eight-hour continuing education core curriculum, identified by the commission, that stresses current trends in real estate practices and changes in state, federal, and case law in the areas of real estate sales, property management, community association management, or commercial sales; and
  (2) 12 contact hours of continuing education in elective topics that meet the requirements in (a) of this section.

(c) At least 120 days before the beginning of each licensing period, the commission will identify topics in which all licensees will be required to obtain eight contact hours of continuing education credit under (b)(1) of this section during the next licensing period.

(d) By October 1 of each odd-numbered year, the commission will, or the division staff at the commission's direction shall notify course sponsors of the topics that satisfy the requirements in (b)(1) of this section during the next renewal period.

(e) While useful to the practice of real estate, the following types of training do not meet the continuing education standards of the commission:
  (1) mechanical office or business skills, including typing, speed-reading, or use of a calculator or computer, unless related to one of the subject areas listed in (a) of this section;
  (2) office sales meetings;
  (3) orientation courses by professional organizations;
  (4) instructor development courses;
  (5) prospecting;
  (6) repealed 2/12/99.

(f) No more than 12 contact hours of credit from any one course content area may be accrued toward license renewal in a single licensing period.

(g) An applicant for license renewal who creates a new course that is approved for credit under 12 AAC 64.410 may earn continuing education credit equal to the number of hours approved for the course.

(h) An applicant for renewal may not accrue continuing education contact hours for taking the same or substantively identical course more than once during a licensing period.

(i) An applicant for renewal may not earn real estate continuing education contact hours for courses taken before the applicant was originally licensed.

(j) An applicant for renewal who, at the time the license is due to lapse, will have been licensed
  (1) more than 90 days must complete 20 contact hours of continuing education consisting of the eight designated contact hours in topics identified by the commission under (b)(1) of this section;
  (2) 90 days or less is not required to meet continuing education requirements.

(k) Repealed 7/16/94.

(l) Repealed 7/16/94.

(m) For the purposes of this section and AS 08.88.091
  (1) one contact hour equals a minimum of 50 minutes of instruction;
  (2) one academic semester credit hour equals 15 contact hours;
  (3) one academic quarter credit hour equals 10 contact hours.

(n) Notwithstanding the provisions of 12 AAC 64.420 – 12 AAC 64.450, a licensee who has taken a course offered outside of this state by a nationally recognized real estate education provider during a licensing period that has not otherwise been certified under 12 AAC 64.410 and 12 AAC 64.420 may apply to the commission under this subsection for continuing education credit under this section for the licensee's attendance at that course. To be considered for approval by the commission, within 60 days after completing the course and at least 60 days before the end of the licensing period, the licensee must submit to the department
  (1) an application on a form provided by the department;
  (2) all materials provided as part of the class, including
    (A) materials promoting or describing the class;
    (B) evidence that the real estate education provider is nationally recognized; and
    (C) proof of attendance including time of instruction.

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Phone: (907) 269-8160

OFFICE USE ONLY

RENEWAL CREDIT CARD PAYMENT

Do not email or fax credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (*if applicable*): _____

Type of License: _____

I wish to make payment by credit card for the following *(check all that apply)*:

	Amount
☐ Application fee	_____
☐ License (or renewal) fee	_____
☐ Fine	_____
☐ Other *(specify)*: _____	_____
Total:	_____

Print Name on Credit Card: _____

Complete Mailing Address: _____

_____

Telephone Number: _____

Email Address *(optional)*: _____

Credit Card Type (*check one*): ☐ VISA ☐ MASTERCARD

Signature of Credit Card Holder: _____

Card Number: _____ **Expiration Date:** _____

The bottom section of this form will be destroyed upon processing of the payment.

Confidential